

# Business Solutions

## IT'S AS EASY AS 1 ▶ 2 ▶ 3 TO OPEN YOUR BUSINESS ACCOUNT WITH NYCB.

1. Select your business account with NYCB.
2. Gather a few documents (listed below).
3. Bring the documents to your branch and get started today. We look forward to working with you.

### ▶ **FOR ALL LEGAL STRUCTURES:**

- IRS letter with your business' Employer Identification Number (EIN) or Tax ID Number (Sole proprietors can use owner's Social Security Number/Card).
- A government-issued photo ID and Social Security Number for all account signers

### ▶ **PLUS, DOCUMENTATION SPECIFIC TO YOUR LEGAL STRUCTURE:**

#### **Corporation**

- Certificate of Incorporation (filed with Secretary of State)
- DBA (doing business as) or fictitious Name filing, if applicable

#### **Limited Liability Company**

- Articles of Organization (filed with the Secretary of State)
- Copy of Operating Agreement (LLC Agreement) or Affidavit of Sole Ownership – *(New York and New Jersey only)*

#### **Partnership** – *(New York and New Jersey only)*

- Partnership Agreement
- Partnership Certificate (copy filed with county clerk's office)
- Operating Agreement

#### **Limited Partnership / Limited Liability Partnership**

- Articles of Organization - *(New York and New Jersey only)* or Limited Partnership Certificate (pre July 1991: filed with County Clerk's Office. Post July 1991: filed with Secretary of State) – Note: For Ohio, Florida, and Arizona Limited Partnerships (LP) are not required to file but Limited Liability Partnerships (LLP) must file with the state.
- Operating Agreement or Limited Partnership Account Authorization Form - *(New York and New Jersey only)*

#### **Non-Profit Organization / Association (Corporation)**

- Certificate of Incorporation
- IRS Exempt Form

#### **Non-Profit Organization / Association (Un-Incorporated)** - *(New York and New Jersey only)*

- IRS Exempt Form (If applicable)
- Letter from Organization / Association

#### **Sole Proprietorship / Trade Name / DBA (doing business as)** – *(New York and New Jersey only)*

- Trade Name or Business Certificate (filed with the County Clerk's office)
- Trade Name Authorization Form

**With you and your business every step of the way.**

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