

**New Business Entity to Commerce Bank:**

Fully executed CIP Application

EIN confirmation letter from the IRS

* **OR** the last filed tax return and filed W-9
* Exceptions are: Sole Proprietorship or Single Member LLC reporting under an owner’s SSN

Certificate of Good Standing from the Secretary of State (dated within the last 6 months)

* **OR** Search for Certificate of Good Standing on the State’s website and verify that the filing is currently active

**Corporation**

**Required documentation:**

* Certified Articles of Incorporation
* By-laws **or** Membership Control Agreement **or** a document authorizing owners/signers
* Board Meeting Minutes, listing authorized signers and their title within the business

If Available:

* Articles of Association
* Corporate Resolution approved by the Board of Directors of the corporation

**Limited Liability Partnership (LLP) or Partnerships**

**Required documentation:**

* Certified copy of the Partnership Agreement **or** Membership Account Agreement **or** a document authorizing owners/signers.
* Board Meeting Minutes, listing authorized signers and their title within the business

If Available:

* Partnership Resolution
* Certification of registration as LLP/LLLP

**Limited Liability Company (LLC)**

**Required documentation:**

* Certified Articles of Organization
* Operating Agreement **or** Membership Control Agreement **or** a document authorizing owners/signers, Exception is a Single Member LLC
* Board Meeting Minutes, listing authorized signers and their title within the business

If Available:

* Membership Control Agreement

**Sole Proprietorship**

**Required documentation:**

* Certification of Assumed Name (DBA)

If Available:

* Membership Control Agreement

**Estate**

**Required documentation:**

* Letters Testamentary **or** other court ordered documents appointing the Personal Representative for the Estate
* Copy of the Death Certificate for decedent

**Non-Business Organizations**

**Required documentation:**

* **Document showing authorized owners/signers for account**

If Available:

* Constitutional By-Laws (Associations)