



Business Account Opening Requirements

Below is a list of the general documentation requirements for common business types. Depending on your business type, additional documentation may be requested to open an account. If you have any questions about these requirements, please contact us at 800-726-8689.

Corporation

- Federal Employee Identification Number (EIN)
 - If your business does not have an EIN, you may apply for one via the [IRS website](#)¹
- Articles of Incorporation and Corporate Bylaws (if available)
 - Business status must be listed as in "good standing" on the website of the state entity where corporations are registered for the state in which the business was incorporated. Verify your [business status](#)¹ here for South Carolina.
 - If you need a copy of your Articles, you may request them via the [SC Secretary of State website](#)¹
- 501(c) letter from the IRS or tax-exempt documentation for nonprofits
- Banking Resolution identifying account signers certified by the corporate secretary or other applicable officer(s) may be needed
- Additional business information such as date of formation, business activities, source of funds, purpose of account, etc.

Limited Liability Company (LLC)

- Federal Employee Identification Number (EIN) or Social Security number of the sole member if a Single-Member LLC
 - If your business does not have an EIN, you may apply for one via the [IRS website](#)¹
- Articles or Organization and Operating Agreement (if available)
 - Business status must be listed as in "good standing" on the website of the state entity where corporations are registered for the state in which the business was incorporated. Verify your [business status](#)¹ here for South Carolina.
 - If you need a copy of your Articles, you may request them via the [SC Secretary of State website](#)¹
- Banking Resolution identifying account signers certified by all managers or member-managers may be needed
- Additional business information such as date of formation, business activities, source of funds, purpose of account, etc.

Partnership

- Federal Employee Identification Number (EIN)
 - If your business does not have an EIN, you may apply for one via the [IRS website](#)¹
- Partnership Agreement for general partnerships
- Certificate of Limited Partnership for limited partnerships or Registration for Limited Liability Partnerships (LLP)
 - Business status must be listed as in "good standing" on the website of the state entity where corporations are registered for the state in which the business was incorporated. Verify your [business status](#)¹ here for South Carolina.
 - If you need a copy of your registration documents, you may request them via the [SC Secretary of State website](#)¹
- Banking Resolution identifying account signers certified by the partners may be needed
- Additional business information such as date of formation, business activities, source of funds, purpose of account, etc.



Sole Proprietorship

- Federal Employee Identification Number (EIN) or Social Security number of the sole proprietor
 - If your business does not have an EIN, you may apply for one via the [IRS website](#)¹
- Banking Resolution identifying account signers certified by the sole proprietor may be needed
- Additional business information such as date of formation, business activities, source of funds, purpose of account, etc.

Unincorporated Organization/Association

- Federal Employee Identification Number (EIN)
 - If your business does not have an EIN, you may apply for one via the [IRS website](#)¹
- Organization/Association Bylaws or other originating document
- Banking Resolution identifying account signers certified by the secretary or other applicable officer(s) may be needed
- Additional business information such as date of formation, business activities, source of funds, purpose of account, etc.

¹ Upon clicking this link, you will go to a third party site. This link is provided as a courtesy. Countybank does not endorse or control the content of third party websites.