

# Sole Proprietorship Business Account Opening Checklist

Thank you for your choosing Orange County's Credit Union for your business account needs. In order to make your account opening experience as smooth as possible, a checklist of items needed for your account opening has been provided below. A Member Service Representative specializing in business accounts will contact you soon to address any questions you might have, and to set up an appointment to meet with you.

## Individuals that Need To Be Present at Account Opening:

 Sole Proprietorship with one owner - the owner Spousal Sole Proprietorships - both owners Any authorized signers must also be present

## Information Required to Open Account:

 Personal Identification for all parties - A valid government identification such as driver's license or U.S. Passport Tax Identification Number - SSN or an EIN Business Documentation

Fictitious Business Name Statement (FBN) – may be required if your business is operating with a DBA (doing business as). For example: Jimmy John DBA ABC Plumbing  
This is not required if the business name includes the owner's last name. Please include the Proof of Publication.