

BUSINESS SERVICES

Business Account Opening Required Documentation and Information

All Business/Organization Types:

- Valid tax identification number (TIN) for the business
- Internal Revenue Service (IRS) documentation showing TIN and business name (i.e., letter or tax return)
- Valid government-issued photo identification for each signer
- Valid social security number for each signer

Specific Business/Organization Types:

Sole Proprietorship

- Business License, if required by local government (i.e., Albuquerque, Rio Rancho, Los Lunas, Santa Fe)

Limited Liability Company (LLC)

- Filed Articles of Organization

Partnership

- Partnership Agreement

Corporation

- Filed Articles of Incorporation

Organization

- Organizing documentation (Filed Articles of Incorporation, Organization Agreement, etc.)
- If an Albuquerque Public Schools (APS) organization, letter authorizing use of APS Federal TIN

Additional documentation may be required.