

## **Documents required to open a Business or Organization Account at Newtown Savings Bank**

Thank you for considering Newtown Savings Bank for your account. When opening a business or organization deposit account, banks are required to obtain information to verify the entity as well as the individuals associated with the business.

You will need your Tax Identification Number AND documents as identified below or on the next page:

### **Sole Proprietorship**

- Trade Name Certificate (Registered with the City/Town in which the Sole Proprietor conducts business)
- If operating your business under a trade name, you will need both Trade Name Certificate showing the "parent" company doing business as (DBA) AND Entity documentation for parent company

### **Limited Liability Company (LLC)**

One of the following:

- Articles of Organization with a filed stamp from the State
- Acceptance of Business Filing & copy of the Articles of Organization
- Certificate of Legal Existence & copy of the Articles of Organization
- Certificate of Legal Existence & Operating Agreement

### **Corporation**

One of the following:

- Certificate of Incorporation with a filed stamp from the State
- Acceptance of Business of Filing & copy of the Certificate of Incorporation
- Certificate of Legal Existence & copy of the Certificate of Incorporation

**And** one of the following, Designation of those Authorized to Bank for Company:

- Current By-Laws listing officer(s) or individuals that are authorized to conduct banking activities,
- Board Meeting Minutes listing officer(s) or individuals that are authorized to conduct banking activities,
- Organization's Board Resolution listing officer(s) or individuals that are authorized to conduct banking activities.

### **Partnership**

#### ***General Partnership***

One of the following:

- Partnership Agreement with a filed stamp from the State
- Acceptance of Business of Filing & copy of the Partnership Agreement
- Certificate of Legal Existence & copy of Partnership Agreement

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

One of the following:

- Certificate of Limited Liability Partnership with a filed stamp from the State
- Acceptance of Business of Filing & copy of the Certificate of Limited Liability Partnership
- Certificate of Legal Existence & copy of Certificate of Limited Liability Partnership

Information is as of April 1, 2016 and is a general guide. We may require additional information on a case by case basis.

**Lodge, Association, or Organization**

One of the following:

- Organization's constitution listing officer(s) or individuals that are authorized to conduct banking activities
- By-Laws listing officer(s) or individuals that are authorized to conduct banking activities,
- Charter listing officer(s) or individuals that are authorized to conduct banking activities

**Trust Account**

One of the following:

- Executed Trust Agreement
- Affidavit/Certification of Trust (current in last year) with
  - Signatures of Grantor or Trustee(s)
  - This Certification states that Trustee has powers to negotiate transaction on behalf of the Trust

**And,** Probate Certificate only if the Grantor of the is deceased and the Trust becomes irrevocable

**Estate Account**

Both

- Probate Certificate issued by the Probate Court (valid for 1 year from issuance in CT)
- Certified Death Certificate

**Political/Campaign Account**

- SEEC Form 1 and
- SEEC Form 1A or SEEC 1B and
- SEEC Form 2 or SEEC Form 3

**Municipality**

- Town Ordinance or Resolution which specifies who has the authority to open and conduct business on the account, and the Bank at which the account is to be opened

**Non Profit Corporation**

One of the following:

- Certificate of Incorporation with a filed stamp from the State
- Acceptance of Business of Filing & copy of Certificate of Incorporation
- Certificate of Legal Existence & copy of Certificate of Incorporation

**And,** One of the following Designation of those authorized to bank for Entity

- Current By-Laws listing officer(s) or individuals that are authorized to conduct banking activities
- Board Meeting Minutes listing officer(s) or individuals that are authorized to conduct banking activities
- Organization's Board Resolution listing officer(s) or individuals that are authorized to conduct banking activities

**IOLTA & IORETA**

- Refer to the above list referencing the form of ownership for the law firm

*To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. To comply with these requirements, when you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you and understand how you plan to utilize your account. We may also ask to see your driver's license or other identifying documents.*

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