

Business Account Document Checklist – MD

The checklist below will help you gather the documents you'll need to open a business account based on your business type.

BUSINESS TYPE	DOCUMENTS REQUIRED
Sole Proprietor	<ul style="list-style-type: none"> ✓ SSN (if DBA) or IRS EIN Letter¹ ✓ Trade Name Application (if applicable) or Certificate of Status²
Corporation	<ul style="list-style-type: none"> ✓ IRS EIN Letter¹ ✓ Articles of Incorporation ✓ Certificate of Status ✓ 501(c)3 Determination Letter for Non-Profit Organizations, if applicable⁴
Limited Liability Company (LLC)	<ul style="list-style-type: none"> ✓ IRS EIN Letter¹ ✓ Certificate of Status ✓ Signed Operating Agreement
General Partnership	<ul style="list-style-type: none"> ✓ IRS EIN Letter¹ ✓ Signed Partnership Agreement ✓ Trade Name Application (if applicable) or Certificate of Status²
Limited Partnership	<ul style="list-style-type: none"> ✓ IRS EIN Letter¹ ✓ Signed Partnership Agreement ✓ Certificate of Status
Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> ✓ IRS EIN Letter¹ ✓ Certificate of Limited Liability Partnership ✓ Certificate of Status
Sole Member Limited Liability Company	<ul style="list-style-type: none"> ✓ IRS EIN Letter¹ ✓ Trade Name Application,² if applicable ✓ Signed Operating Agreement (optional) ✓ Certificate of Status if registered with the state of MD
Organization/Associations/Clubs	<ul style="list-style-type: none"> ✓ IRS EIN Letter¹ ✓ Meeting Minutes Authorizing Account & Signatory³ ✓ 501(c)3 Determination Letter for Non-Profit Organizations, if applicable⁴

¹ In lieu of IRS EIN Letter a Tax Return may be used.

² Trade Name Certificate is applicable if the owner's last name is not included in the business name.

³ In lieu of Meeting Minutes, authorizing account & signatory, Patriot's Authorization Designation form can be completed.

⁴ Non-Profit 501(c)3 status will require the Determination Letter for Non-Profit Organization.

Business Account Document Resources – MD

EIN APPLICATION OPTIONS

Apply online at irs.gov/businesses

- Click Employer ID Number (EIN), then Apply for the EIN
- EIN will be assigned immediately

Apply by mail

- Complete SS-4 Form found online at irs.gov/businesses
- Mail form to:
Internal Revenue Service
ATTN: EIN Operation
Cincinnati, OH 45999
- Processing could take four to six weeks

HOW TO REGISTER FOR A BUSINESS, TRADE NAME, CERTIFICATE OF STATUS

Register online at egov.maryland.gov

- Select Order for Certificate of Status
- Select Register for a new business or request Trade Name

