

Business Account Document Checklist – PA

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 EIN Confirmation Letter¹ ✓ Registration of Fictitious Name, if applicable² |
| Corporation | <ul style="list-style-type: none"> ✓ EIN Confirmation Letter¹ ✓ Articles of Incorporation ✓ Bylaws ✓ 501(c)3 Determination Letter for Non-Profit Organization, if applicable⁴ |
| Limited Liability Company (LLC) | <ul style="list-style-type: none"> ✓ EIN Confirmation Letter¹ ✓ Certificate of Organization ✓ Operating Agreement |
| General Partnership | <ul style="list-style-type: none"> ✓ EIN Confirmation Letter¹ ✓ Registration of Fictitious Name, if applicable² ✓ Partnership Agreement |
| Limited Partnership | <ul style="list-style-type: none"> ✓ EIN Confirmation Letter¹ ✓ Partnership Agreement ✓ Certificate of Limited Partnership |
| Limited Liability Partnership (LLP) | <ul style="list-style-type: none"> ✓ EIN Confirmation Letter¹ ✓ Certificate of Limited Partnership ✓ Statement of Registration of LLP |
| Sole Member Limited Liability Company | <ul style="list-style-type: none"> ✓ SSN (if DBA) or EIN Confirmation Letter¹ ✓ Registration of Fictitious Name, if applicable⁵ ✓ Operating Agreement ✓ Certificate of Organization of LLC, if registered with the state of PA |
| Organization/ Association | <ul style="list-style-type: none"> ✓ EIN Confirmation Letter¹ ✓ Meeting Minutes authorizing account & signatory³ ✓ 501(c)3 Determination Letter for Non-Profit Organization, if applicable⁴ |

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

² Fictitious 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 organizational document

⁵ If entity does not have its own fully registered name with the state

Business Account Document Checklist – PA

EIN APPLICATION OPTIONS

Apply online at irs.gov/businesses

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

File 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 will take four to six weeks

HOW TO REGISTER FOR A BUSINESS IN PA

Apply online at file.dos.pa.gov

- Click Register to create a new account
- Follow the instructions to file the Business Registration Form DSCB:54-311 (Registration of Fictitious Name)

File by mail

- Go to dos.pa.gov
- Complete Business Registration Form DSCB:54-311 (Registration of Fictitious Name)
- Mail form to:
Pennsylvania Department of State
Bureau of Corporations and
Charitable Organizations
PO Box 8722
Harrisburg, PA 17105-8722

