

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.

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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

Register 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

