

Business Account Document Checklist – WV

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 Letter ¹ ✓ Trade Name Application, if applicable or Certificate of Existence ²
Corporation	<ul style="list-style-type: none"> ✓ IRS EIN Letter ¹ ✓ Articles of Incorporation ✓ Certificate of Existence ✓ 501(c)3 for Non-Profit Organization, if applicable ⁴
Limited Liability Company (LLC)	<ul style="list-style-type: none"> ✓ IRS EIN Letter ¹ ✓ Signed Operating Agreement ✓ Certificate of Existence
General Partnership	<ul style="list-style-type: none"> ✓ IRS EIN Letter ¹ ✓ Trade Name Application, if applicable or Certificate of Existence ✓ Signed Partnership Agreement
Limited Partnership	<ul style="list-style-type: none"> ✓ IRS EIN Letter ¹ ✓ Signed Partnership Agreement ✓ Certificate of Existence
Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> ✓ IRS EIN Letter ¹ ✓ Signed Partnership Agreement ✓ Certificate of Existence
Sole Member Limited Liability Company	<ul style="list-style-type: none"> ✓ IRS EIN Letter ¹ ✓ Signed Operating Agreement (optional) ✓ Certificate of Existence if registered with the State of WV ✓ Trade Name Application, if applicable²
Organization/Associations/Clubs	<ul style="list-style-type: none"> ✓ IRS EIN Letter ¹ ✓ Meeting Minutes Authorizing Account & Signatory³ ✓ 501(c)3 Determination Letter for Non-Profit Organization, 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 – WV

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 IN WV

Apply online at business4.wv.gov/startmybusiness

