

BANK 34 NEW ACCOUNT DOCUMENTS REQUIRED - BUSINESS & PERSONAL ACCOUNTS

Business Accounts - Required Documents

All Accounts

- Physical Address - Cannot use PO Boxes or Postal Mail Boxes
- Mailing Address - if Applicable
- Federal Tax Identification Number

Corporate Accounts

- Copies of Articles of Incorporation filed with the state²
- Corporate Resolution¹
- Federal Tax Identification Number

Limited Liability Company (must include LLC or Limited Liability Company after the name)

- Copies of Articles of Organization filed with the state²
- Operating Agreement (if applicable)
- Limited Liability Company Resolution¹
- Federal Tax Identification Number

Sole Proprietorships Accounts

- Assumed Business Name Certificate or Trade Name Certificate filed with the state³
- Sole Ownership Resolution¹
- Federal Tax Identification Number or Owner's Social Security Number
- Account should be titled: Individual Name D/B/A Business Name

Partnership Accounts

- Assumed Business Name Certificate or Trade Name Certificate (filed with the state²), plus the application for the certificate or a copy of the newspaper publication
- Partnership Resolution¹
- Copy of the Partnership Agreement
- Federal Tax Identification Number

Organization Accounts

- Copy of Group Charter
- Resolution of Non-Profit Association or Organization¹
- Federal Tax Identification Number

Building Accounts

- Assumed Business Name Certificate or Trade Name Certificate filed with the state²
- Sole Ownership or Partnership Resolution¹
- Federal Tax Identification Number or Owner's Social Security Number

Condominium Associations

- By-Laws or Articles of Incorporation, if applicable
- Recent Minutes of meeting that designates who can open and sign on accounts
- Federal Tax Identification Number
- Organization or Corporate Resolution¹

Trust Accounts

- Federal Tax Identification Number
- Trust Agreement pages that designate exact titling, ownership, and authorized agents

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Property Management Companies

- Signed Property Management Agreements

Non Profit Accounts

- 501c3

¹ Resolutions can be provided in two ways:

- Client can provide their resolution already completed and signed
- Bank can provide a resolution with new account documents

² For AZ -If copies filed with the state (showing the states acceptance stamp) are unavailable, a printout of the filed articles from the Arizona Corporation Commission website is acceptable. If filed copies of the articles are not available on the Arizona Corporation Commission website, the client must request copies from the AZCC to submit to Bank 34.

For NM - Client must provide copies of articles filed with the New Mexico Secretary of State to Bank 34.

³ For AZ - If copies filed with the state (showing the states acceptance stamp) are unavailable, a printout of the filed certificate from the Arizona Corporation Commission website is acceptable. If filed copies of the certificate are not available on the Arizona Corporation Commission website, the client must request copies from the AZCC to submit to Bank 34. If the client has not submitted a certificate to the state for registration a Certificate of Sole Proprietorship form must be completed for the bank's file.

For NM - Client must provide copy of state registration certificate filed with the New Mexico Secretary of State to Bank 34.

Personal Accounts - Required Documents

- Copy of one of the following:
 - Valid Driver's License
 - Valid State Identification Card
 - Valid U.S. Passport with Social Security Card
 - Valid Resident Alien Card with Social Security Card
- Must Have Physical Address - Cannot use PO Boxes or Postal Mail Boxes
- Mailing address - if applicable
- Date of Birth
- Place of Birth
- Social Security Number
- Mothers Maiden Name

NOTE: When opening new accounts for a new relationship, it is necessary for clients to physically come into the bank at least once for identity verification purposes.

- If a Client Service Specialist (CSS) takes documents out to the client for signatures, the CSS will verify identity by retrieving a copy of primary ID for Bank 34 records.
- Bank 34 does not offer opening new accounts via Online/Phone or Mail at this time. However, we have a "Get started inquiry form" you can complete from our website to inquire for more information and get the process started via phone call. Keep in mind, Bank 34 only services clients who reside in Arizona and New Mexico. Also, account owners and signers are required to present documentation in person to finalize account opening.