

COMMERCIAL ACCOUNT CHECKLIST

Thank you for choosing Exchange Bank for your financing needs! Exchange Bank has been successfully partnering with businesses for over 120 years and we look forward to working with you. In order to complete the new account process, we will need the following items.

LIMITED LIABILITY COMPANY (LLC)

- ☐ Certificate of LLC
- ☐ Operating Agreement
- ☐ Articles of Organization
- ☐ EIN Certification
- ☐ 2 forms of ID for all authorized signers
- ☐ Identifying information for all Beneficial Owners of the company



CORPORATION



- ☐ Certificate of Incorporation
- ☐ By Laws
- ☐ Articles of Organization
- ☐ EIN Certification
- ☐ Operating Agreement/Corporate Resolution
- ☐ 2 forms of ID for all authorized signers
- ☐ Identifying information for all Beneficial Owners of the company

PARTNERSHIP

- ☐ Partnership Agreement
- ☐ Partnership Resolution
- ☐ EIN Certification
- ☐ 2 forms of ID for all authorized signers
- ☐ Identifying information for all Beneficial Owners of the company



SOLE & SPOUSAL PROPRIETORSHIPS



- ☐ Trade Name Certificate or Sole Proprietor Resolution
- ☐ 2 forms of Identification for all authorized signers.



EXCHANGE BANK

523 DELAWARE
PERRY, OK 73077
580.336.5531

4301 W. 6TH AVE.
STILLWATER, OK 74074
405.742.0202

310 N. MAIN ST.
STILLWATER, OK 74075
405.742.0202