

# Required Documentation

## **PARTNERSHIP OR LLC:**

- Personal Information for each authorized signer
- TIN/EIN for Business
- Copy of Business License
- Partnership or LLC Agreement
- Certificate of Formation

## **CORPORATION:**

- Personal Information for each authorized signer
- TIN/EIN for Business
- Copy of Business License
- Articles of Incorporation
- Certificate of Incorporation

## **SOLE PROPRIETORSHIP:**

- Personal Information for each authorized signer
- TIN/EIN for Business
- Copy of Business License

## **NON PROFIT:**

- Personal Information for each authorized signer
- TIN/EIN for Non Profit
- IRS Letter Granting 501C3 Status

**New Client Application  
Business**



**\*\*Please fill out form and present in person\*\***

**Name of Business**

**Type of Business**

**Tax ID # (EIN)**

**Physical Business Address**

**Mailing Address (if different)**

**Business Phone #**

**Business Fax #**

**E-Mail Address**

**Signers:**

**Name**

**Home Phone**

**E-Mail Address**

**Social Security Number**

**Address**

**Mailing Address (if Different)**

**Mothers Maiden Name (last)**

**Birth City**

**Date of Birth**

**Employer/Occupation**

**Attach photocopy of ID/ Driver License**

**Name**

**Home Phone**

**E-Mail Address**

**Social Security Number**

**Address**

**Mailing Address (if Different)**

**Mothers Maiden Name (last)**

**Birth City**

**Date of Birth**

**Employer/Occupation**

**Attach photocopy of ID/ Driver License**

**Additional Services:**

Online Banking

Cash Request

Wire Transfers

Loan

Cash Management

\_\_\_\_ Frequency

\_\_\_\_ Domestic

Remote Deposit Capture

\_\_\_\_ Amount

\_\_\_\_ International

**Washington Business Bank**

223 5th Ave SE

Olympia, WA 98501