



Business Account Document Checklist

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"> <input type="checkbox"/> SSN (if DBA) or EIN Certificate <input type="checkbox"/> Fictitious Name Certificate, if applicable¹ |
| Corporation | <ul style="list-style-type: none"> <input type="checkbox"/> EIN Certificate <input type="checkbox"/> Subsistence Certificate² or Articles of Incorporation <input type="checkbox"/> Bylaws <input type="checkbox"/> Fictitious Name Certificate¹, if applicable |
| Limited Liability Company (LLC) | <ul style="list-style-type: none"> <input type="checkbox"/> EIN Certificate <input type="checkbox"/> Operating Agreement and/or Minutes <input type="checkbox"/> Subsistence Certificate² or Certificate of Organization |
| General Partnership | <ul style="list-style-type: none"> <input type="checkbox"/> EIN Certificate <input type="checkbox"/> Partnership Agreement <input type="checkbox"/> Fictitious Name Certificate¹, if applicable |
| Limited Partnership | <ul style="list-style-type: none"> <input type="checkbox"/> EIN Certificate <input type="checkbox"/> Partnership Agreement <input type="checkbox"/> Subsistence Certificate² or Articles of Incorporation |
| Organization/ Association | <ul style="list-style-type: none"> <input type="checkbox"/> EIN Certificate <input type="checkbox"/> Fictitious Name Certificate¹, if applicable <input type="checkbox"/> Letter of Purpose from Organization and Meeting Minutes verifying members <input type="checkbox"/> Subsistence Certificate² or Articles of Incorporation Required for non-profits; otherwise, only a membership list and purpose statement is required |

¹ Fictitious Name Certificate is applicable if the owner's last name is not included in the business name

² Subsistence Certificate (fka Certificate of Good Standing) is acquired from the PA Department of State (717-787-1057).

EIN Application Options

Apply online at irs.gov/businesses

- › Click Employer ID Number (EIN), then Apply for EIN Online
- › 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 will take four weeks

How to Register a Fictitious Name

Apply online at corporations.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)

Apply by mail (fee required)

- › 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

How to Request a Subsistence Certificate

Apply online at corporations.pa.gov (fee required)

- › Click Register to create a new account
- › Follow the instructions to file the Business Registration Form DSCB:15-133/145/153
(Copy/Certification Request)

Apply by mail (fee required)

- › Go to dos.pa.gov
- › Complete Business Registration Form DSCB:15-133/145/153 (Copy/Certification Request)
- › Mail form to:
Pennsylvania Department of State
Bureau of Corporations and Charitable Organizations
PO Box 8722, Harrisburg, PA 17105-8722



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