



## 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"><li><input type="checkbox"/> SSN (if DBA) or EIN Certificate</li><li><input type="checkbox"/> Fictitious Name Certificate, if applicable<sup>1</sup></li></ul>
Corporation	<ul style="list-style-type: none"><li><input type="checkbox"/> EIN Certificate</li><li><input type="checkbox"/> Subsistence Certificate<sup>2</sup> or Articles of Incorporation</li><li><input type="checkbox"/> Bylaws</li><li><input type="checkbox"/> Fictitious Name Certificate<sup>1</sup>, if applicable</li></ul>
Limited Liability Company (LLC)	<ul style="list-style-type: none"><li><input type="checkbox"/> EIN Certificate</li><li><input type="checkbox"/> Operating Agreement and/or Minutes</li><li><input type="checkbox"/> Subsistence Certificate<sup>2</sup> or Certificate of Organization</li></ul>
General Partnership	<ul style="list-style-type: none"><li><input type="checkbox"/> EIN Certificate</li><li><input type="checkbox"/> Partnership Agreement</li><li><input type="checkbox"/> Fictitious Name Certificate<sup>1</sup>, if applicable</li></ul>
Limited Partnership	<ul style="list-style-type: none"><li><input type="checkbox"/> EIN Certificate</li><li><input type="checkbox"/> Partnership Agreement</li><li><input type="checkbox"/> Subsistence Certificate<sup>2</sup> or Articles of Incorporation</li></ul>
Organization/ Association	<ul style="list-style-type: none"><li><input type="checkbox"/> EIN Certificate</li><li><input type="checkbox"/> Fictitious Name Certificate<sup>1</sup>, if applicable</li><li><input type="checkbox"/> Letter of Purpose from organization and meeting minutes verifying members</li><li><input type="checkbox"/> Subsistence Certificate<sup>2</sup> or Articles of Incorporation Required for non-profits; otherwise, only a membership list and purpose statement is required</li></ul>

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

<sup>2</sup> 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](https://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](https://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 [dos.pa.gov/BusinessCharities](https://dos.pa.gov/BusinessCharities)

- ◇ 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](https://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 [dos.pa.gov/BusinessCharities](https://dos.pa.gov/BusinessCharities) (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](https://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

