



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. When you're ready to open an account, stop by your nearest location or use Clearview Live®.

Business Type	Documents Required
Sole Proprietor	<ul style="list-style-type: none">SSN (if DBA) or EIN CertificateFictitious Name Certificate, if applicable¹
Corporation	<ul style="list-style-type: none">EIN CertificateSubsistence Certificate² or Articles of IncorporationBylawsFictitious Name Certificate¹, if applicable
Limited Liability Company (LLC)	<ul style="list-style-type: none">EIN CertificateOperating Agreement and/or MinutesSubsistence Certificate² or Certificate of Organization
General Partnership	<ul style="list-style-type: none">EIN CertificatePartnership AgreementFictitious Name Certificate¹, if applicable
Limited Partnership	<ul style="list-style-type: none">EIN CertificatePartnership AgreementSubsistence Certificate² or Articles of Incorporation
Organization/ Association	<ul style="list-style-type: none">EIN CertificateFictitious Name Certificate¹, if applicableLetter of Purpose from organization and meeting minutes verifying membersSubsistence 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 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
- ◇ 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 (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

