



NEW BUSINESS ACCOUNT CHECKLIST

Bank First offers a wide array of business checking and savings accounts available to fit your needs. Our bankers are ready to assist you in opening your new account and providing additional information about our full lineup of convenient services to fit your needs.

In order to help process your application quickly, please provide copies of the items listed below and/or have the information available when you open your account online. Currently, digital account opening is available for LLCs and Sole Proprietors. For corporate or complex accounts, our team is ready to assist you at your local Bank First branch.

Business Checking or Savings Account:

- ☐ Tax Identification Number (SSN, TIN) for all signers
- ☐ Employer Identification Number (EIN)
- ☐ Valid Unexpired Government Issued Identification for all signers
- ☐ Proof of Physical Address
- ☐ Email address requested
- ☐ Beneficial Ownership Information for all owners or controllers
 - Legal Names of Controller and all owners with 25% or more interest in company
 - Valid Unexpired Government Issued Identification for all beneficial owners/controllers
 - Physical Address
 - Birth date
 - Phone number

If Applicable:

- ☐ Copy of Partnership Agreement (if available)
- ☐ Articles of Organization or Incorporation
- ☐ Other entity verification documents, such as operating agreements or assumed name (DBA) documentation

Additional information may be requested upon review.