Setting up your business account
A simple guide to help you get started
Save time setting up your accounts with this helpful guide

This guide can help you quickly and easily prepare to open a business checking or savings account. Gather the documents outlined here to begin the process of getting your accounts up and running.

To open a business account, all banks are required by law to obtain certain information verifying a business and the individuals associated with it.

Owners, partners, and key executives need to be present at account opening. Please provide:

- Two forms of personal identification, one of which is issued by a government agency — for example, a driver’s license or passport.
- Taxpayer Identification number for both the business and the individuals, such as Employer Identification number for the business or Social Security number for the individual.

Bring appropriate documents to help verify your business

We have included a quick reference list showing examples of documents for various business types.

If you have any questions or need more information, talk to your banker. Call 1-800-359-3557 or visit wellsfargo.com/businessdocuments.

Document names may vary in different states.

Based on your business type, bring the original or a certified copy of one of the following or the appropriate document issued by a government agency:

**Sole Proprietor**

If the business name does not use the legal first and last name of the owner, bring one of the following:
- Fictitious Name Certificate or Statement
- Certificate of Assumed Name
- Business License
- Registration of Trade Name

**Partnerships**

**General Partnership**
- Partnership Agreement
- Fictitious Name Certificate or Statement
- Certificate of Assumed Name
- Business License

If you don’t have one of the above and you have not filed the appropriate documents with a government agency, bring a written statement signed by all partners indicating no written Partnership Agreement exists. If you don’t have documents issued by a government agency, all authorized signers need to be present in the branch when the account is opened.

**Limited Partnership**
- Certificate of Limited Partnership
- Limited Partnership document

**Limited Liability Partnership**
- Statement of Qualification
- Limited Partnership document
- Limited Liability Partnership Election

**Limited Liability Company**
- Articles of Organization
- Certificate of Organization
- Certificate of Formation

**Corporation**
- Articles of Incorporation
- Certificate of Good Standing

**Social or Recreational Clubs, Unincorporated Associations, Civic Groups, and Community Organizations**
- Business License
- Fictitious Name Certificate or Statement
- Certificate of Assumed Name
- Organization/Association Articles or Bylaws
- Certificate of Good Standing, Certificate of Formation, or Certificate of Organization
- Statement of Organization
- Certificate of Registration

If you don’t have one of the above or comparable documentation issued by a government agency, please provide governing documentation for your business entity such as board resolutions and meeting minutes. If you don’t have documents issued by a government agency, all authorized signers need to be present at the branch when the account is opened.
How can we help?

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For information on products and services, go to wellsfargo.com/biz.

For resources, educational information, and more, go to wellsfargoworks.com.