

STARTING YOUR NEW BUSINESS RELATIONSHIP WITH FNBC BANK AND TRUST
BUSINESS CHECKING ACCOUNT OPENING INFORMATION

LIMITED LIABILITY COMPANIES (LLC)

Thank you for choosing FNBC Bank and Trust for all your business needs. We want your new account opening experience to be smooth and easy. We have provided the following important information to help you get started. We look forward to working with you.

Individuals Who Need to Be Present at Account

Opening: Member Managed LLC – All Members

Manager Managed LLC – All Managers

- If one of the Manager Members of the LLC is another Business, an authorizing representative of that business must also be present.
- If you would like to add an authorized signer to your account, they must also be present.

Information Required To Open Account:

Personal Identification- Two forms of ID are required. One ID must be a Government Issued ID.

- Primary ID Examples:
 - U.S. Citizens: State Issued Driver's License, State Issued ID Card, Passport, etc.
 - Non U.S. Citizens: Permanent Residents must provide their Permanent Resident Alien Card (Green Card). Non U.S. Citizens who are not Permanent Resident Alien Cardholders must provide their Passport or Matricula Consular Card.
- Secondary ID Examples: Credit Card/Debit Card with name, Employer ID, Utility Bill, Insurance Card etc.

Tax Identification Number – An Employer Identification Number (EIN) is required.

- Single Member LLCs may use their SSN or ITIN
- Individual Taxpayer Identification Number (ITIN) may be used for Non U.S. Citizen

Business Documentation – Varies based on the State of Organization

- Certified Articles of Organization (Certificate of Formation) – filed with state agency. If filed in another state we will need the Foreign Certificate of Authority stating the company is registered to do business in Illinois.
- Operating Agreement
- Active Status Verification – For LLCs registered more than 1 year ago we also require one of the following: Certificate of Good Standing, Status Report, Long Form Standing or Short Form Standing.

Assumed Name Certificate – may be required if your business is operating with a DBA (doing business as). For example: Smith Flooring Supply Inc. DBA Smith Flooring

Note: Assumed Name Certificates may also be referred to as: Trade Name Certificate, Fictitious Business Name Statement, or DBA.

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LIMITED LIABILITY COMPANIES (LLC) Continued

Owners/Shareholders With 25% or More Ownership:

- Legal First Name and Last Name
- Date of Birth
- Social Security number
- Residential Address – (Business address when the owner of the LLC is a business)
- Percentage of Ownership
- Copy of primary Government issued ID

**An Individual with Significant Responsibility in the Company:
Including Senior Managers, Board of Directors, or anyone else that has influence over the company.**

- Full name as it appears on the customers' Government issued ID.
- Date of Birth
- Social Security number
- Residential Address
- Copy of primary Government issued ID

The Following Documentation May Also Be Required:

Supplemental Documentation listing the current members or managers of the LLC (one of the following):

- Certified amendment to the Articles of Organization or Certificate of Formation
- Letter on Company letterhead
- Meeting Minutes
- Annual Report or Statement of Condition

Additional Information That Will Be Requested At Account Opening:

- Business address
- Phone number
- Number of business locations
- Where products and services are sold
- Location of supplies and vendors
- The nature of your business
- Annual sales
- Number of employees
- Types of transactions and volumes you expect to process through the new account

Your satisfaction is our priority. If you have any questions regarding this information or anything regarding your new account, please contact your local FNBC Bank and Trust Specialist. Thank you again for choosing FNBC Bank and Trust for your business needs.