

## NEW BUSINESS ACCOUNT CHECKLIST:

# Limited Liability Company (LLC)

- Business Name:**
  - **Oregon:** Active [Oregon Secretary of State](#) business name registration listing Member(s) and/or Manager\*.
  - **Washington:** Active [Washington State Department of Revenue](#) business name registration listing Governing People.
- Tax Reporting:** SSN of sole Member or Federal EIN. Consult [IRS website](#) or call 1-800-829-4933 to apply.
- Industry:** Locate the NAICS code that best reflects your primary business activity on [NAICS website](#) or business' Federal Tax return.
- ID:** Valid state or government issued ID, TIN and personal information for
  - each person with 25% or more ownership
  - person who manages the business
  - additional signers
- Minimum Signer Requirements:** One Member, Manager or Governing Person.

\*Additional documents, such as Articles of Organization and Operating Agreement, may be requested to verify LLC management structure is Manager-Managed.

**Schedule an appointment to open  
your account today at your local branch.**

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