

NEW BUSINESS ACCOUNT CHECKLIST:

Sole Proprietorship

- Business Name:**
 - **Oregon:**
Active [Oregon Secretary of State](#) assumed business name registration listing proprietor as Registrant.
 - **Washington:**
Active [Washington State Department of Revenue](#) assumed business name registration listing proprietor as governing person.
 - Registration not required if using proprietors real and true name. (i.e., “Sara L Smith’s Cupcakemania”)
- Tax Reporting:** Owner’s SSN 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 your Federal Tax Return / Schedule C.
- ID:** Valid state or government issued ID, SSN and personal information for all signers.
- Minimum Signer Requirements:** Proprietor or Governing Person.

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

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