

Business Account Checklist

Are you a business or organization looking to open an account at American 1?
Please use this helpful checklist to be prepared!

DBA/Sole Proprietorship

- DBA Filing
- Proof of EIN (if applicable)

Corporation

- Articles of Incorporation
- Bylaws
- Proof of EIN
- Verification of business location (if not already provided on other documents provided)
- Certificate of Good Standing (Annual Statement)

For-Profit Organization/Club*

- Articles of Incorporation
- Bylaws
- Meeting Minutes
- Proof of EIN
- Verification of organization location (if not already provided on other documents provided)
- Certificate of Good Standing (Annual Statement)

LLC

- Articles of Organization
- Operating Agreement or Sole Member LLC
- Proof of EIN
- Verification of business location (if not already provided on other documents provided)
- Certificate of Good Standing (Annual Statement)

Partnership

- Certificate of Limited Partnership
- Partnership Agreement
- Proof of EIN
- Verification of business location (if not already provided on other documents provided)

Non-Profit Organization/Club*

- Articles of Incorporation
- Bylaws
- Meeting Minutes
- Proof of EIN
- Verification of organization location (if not already provided on other documents provided)
- Certificate of Good Standing (Annual Statement)
- Proof of Non-Profit (501c3)

*These accounts are not eligible for lending services.

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Business Lending Checklist

Are you a business or organization looking to for lending opportunities at American 1? Please use this helpful checklist to be prepared!

Small Business Loan Documents Needed:

- Applicable account opening documents
- 2 years of business tax returns to include all profit and loss statements and balance sheets for corresponding year
- 2 months of most recent business account statements
- Business financial statement
- 2 years of personal tax returns with all schedules
- Personal financial statement
- Personal bank statement or brokerage account within 30 days
- Purchase order (if buying equipment or inventory)
- Copy of title and purchase order if purchasing titled vehicle
- Collateral description
- Copy of existing title (if vehicle/equipment is being financed)

DBA Loan Documents Needed:

- Proof of income
 - If employed, the last 2 paystub
 - If self-employed, the last 2 years of personal tax returns
 - If retired, award letters or bank statements
- 2 months of account statements where the business is conducting transactions
- Purchase order (if buying equipment or inventory)
- Copy of title and purchase order if purchasing titled vehicle
- Collateral description
- Copy of existing title (if vehicle/equipment is being financed)

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