

# Business Account Opening Checklist

Help us process your account opening faster by providing us with the documents listed below for your business structure.

## Sole Proprietors

Statement of Registration or Business Licence confirming your business name

Current government issued photo ID

Social Insurance Number

## Partnerships

A Partnership typically has two or more owners that will share control of the company. If your partnership includes a corporation, you'll also need to provide documents from the **Corporations** section.

Partnership Agreement

Either a Statement of Registration or a Business Licence confirming the business name (not required if the partnership agreement was drawn up by your lawyer)

Current government issued photo ID for each partner

Social Insurance Number for each partner

## Corporations

Certificate of Incorporation

Notice of Articles

Documentation that shows individuals who own or control 25% or more of the business (Central Securities Register, Incorporation Agreement, Share Certificates, Record of Shareholders, etc...)

Current government issued photo ID for each individual

Social Insurance Number for each individual

**Corporations operating for longer than a year must also bring ONE of the following current and unexpired documents:**

Latest annual report or filing receipt

Recent tax filings (Notice of Assessment, GST/PST remittance)

Current Business Licence, Liquor Licence or Health/Safety Certificate

## *Unincorporated Organizations*

Current government issued photo ID for each individual

**Any ONE of the following to confirm the name of the organization:**

Meeting minutes

Organization's Bylaws

Organization's Constitution

CRA charity registration

A letter from the governing sports association or a team roster

## *Incorporated Association or Society*

Current government issued photo ID for each individual

Certificate of Incorporation

Constitution and Bylaws

Meeting Minutes that show the names of the current directors

**Associations/Societies operating for longer than a year must also bring ONE of the following:**

Latest Annual Report or Filing Receipt

Registered Charity Information Return Summary from CRA

Recent tax filings (Notice of Assessment, GST/PST remittance)

Current Business Licence, Liquor Licence or Health/Safety Certificates

## *Opening a different account?*

If you don't see your business type on the list, don't worry. We can accommodate many types of business structures. Simply [contact us](#) at 1.855.350.7775 for more information about what you'll need to open an account.