

BUSINESS TYPE & REQUIRED DOCUMENTATION						
VERIFICATION	<input type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Partnership	<input type="checkbox"/> LLC	<input type="checkbox"/> Corporation/Non-profit Corporations	<input type="checkbox"/> Unincorporated Association	
	Is the surname in the business name? <input type="checkbox"/> Yes <input type="checkbox"/> No: Fictitious Business Name Statement ¹ <u>Required</u> <input type="checkbox"/> IRS EIN letter (If applicable)	<input type="checkbox"/> LP-1 or LLP-1 <input type="checkbox"/> IRS EIN letter <input type="checkbox"/> Partnership Agreement (General Partnerships Only) <input type="checkbox"/> Fictitious Business Name Statement ¹ <input type="checkbox"/> BOI Registration	<input type="checkbox"/> Articles of Organization <input type="checkbox"/> Statement of Information <input type="checkbox"/> IRS EIN letter <input type="checkbox"/> Operating Agreement ³ <input type="checkbox"/> Fictitious Business Name Statement ¹ <input type="checkbox"/> BOI Registration	<input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Statement of Information <input type="checkbox"/> Latest Meeting Minutes ² <input type="checkbox"/> IRS EIN letter OR 501c letter (Non-Profit only) <input type="checkbox"/> Fictitious Business Name Statement ¹ <input type="checkbox"/> BOI Registration	<input type="checkbox"/> Fictitious Business Name Statement <input type="checkbox"/> Latest Meeting Minutes ² <input type="checkbox"/> IRS EIN letter OR 501c letter <i>(If using a parent organization EIN, an authorization letter will be required.)</i>	
May be Required, see Reverse		<input type="checkbox"/> 3 Months Bank Statements and recent Tax Return			OR <input type="checkbox"/> Current Profit & Loss Statement	AND <input type="checkbox"/> 3+ Site Photos (Taken by SESLOC)
WHO + WHAT + WHERE + WHEN + WHY	WHO manages the business/non-profit? (name, title/role & percentage)					
	WHAT does the business/non-profit do? For non-profits: what is the mission statement? (2-3 sentence minimum)					
	WHERE is business conducted? (Cities and/or websites)					
	WHEN was the business/non-profit established?					
	WHY a new account at SESLOC today?					
ASSOCIATED BUSINESSES	Names & locations of other businesses/branches with same/similar ownership (open or closed)					
	If applicable, where are the other businesses/locations banked?					
STAFF	How many non-owner employees or volunteers work for the business/non-profit?					
PROJECTIONS	Will any other banking accounts remain open for this business/non-profit?					
	How will banking activity change over the next 12-months?					
	How will the business/non-profit structure (owners/signers) change over the next 12-months?					
FINANCIAL ANALYSIS	INCOME & EXPENSE					
	SOURCES OF INCOME (+)	TOP 3 CUSTOMERS OR DONORS (+)	SOURCES OF EXPENSE (-)	TOP 3 VENDORS PAID (-)		
	<i>Ex: Retail Sales, fundraising</i>	<i>Ex: Online, Retail Customers</i>	<i>Ex: Supplies, Space Rent</i>	<i>Ex: Food Supplier, Lumber Mill</i>		

BUSINESSES/INDUSTRIES REQUIRING ADDITIONAL DOCUMENTATION	<p>The following Businesses/Industries Require the Additional Documentation listed on Page 1:</p> <ul style="list-style-type: none"> • Antique/Art Dealer <ul style="list-style-type: none"> ○ Avg price >\$1,000 • Aviation Industry/Flight School • Beauty (Skin/Hair/Nail) <ul style="list-style-type: none"> ○ Not an independent contractor • Car Wash <ul style="list-style-type: none"> ○ Brick & Mortar • Consultant <ul style="list-style-type: none"> ○ Prohibited business • Dry Cleaner/Laundry • Faith-Based <ul style="list-style-type: none"> ○ Excludes informal groups • Gas Station/Store • Import/Export • Manufacturing <ul style="list-style-type: none"> ○ Prohibited business • Professional Service Provider • Real Estate Developer • Restaurant/Drinking Establishment (Full Service) • Tobacco/Smoke Shops • Travel Agency • Trucking/Transport/Shipping • Processes \$20k in CASH deposits/withdrawals <ul style="list-style-type: none"> ○ i.e., \$5K in cash depts and \$17K in cash W/D
WHO + WHAT + WHERE + WHEN + WHY	<p>WHO? Identifies who has the significant responsibility to control/operate the business or non-profit.</p> <p>WHAT? Gives a full picture of nature of business, including what banking activity will look like.</p> <p>WHERE? To confirm membership eligibility.</p> <p>WHEN? Shows how long the business/non-profit has been operating.</p> <p>WHY? Provides an understanding of needs for the businesses or non-profits.</p>
ASSOCIATED BUSINESSES	<p>WHY? Provides full picture of business operations.</p> <p>WHY? Provides a full picture of areas served.</p>
STAFFING	<p>WHY? Helps SESLOC understand number and type of transactions processed.</p>
PROJECTIONS	<p>WHY? Gives an understanding of what transactions are expected at SESLOC.</p> <p>WHY? Allows SESLOC to prepare for business' future growth.</p> <p>WHY? Allows SESLOC to prepare for future business needs.</p>

¹ Fictitious Business Name Statement required when:

- the business/organization will be using more than one name
- the names on all documents do not match or
- if the business name implies additional owners (ex: Smith and Sons)

² Minutes must include the following:

- organization letterhead
- officer names with title/role
- who should be listed as signers on the account/share
- the approved action (e.g., approval to establish new shares or change signers)
- and the Secretary signature

Note for Corporations: Minutes only required when the business industry is listed above.

³ Operating Agreement for an LLC is only required when the business industry is listed above or if the LLC has 3 or more Members.