



201 Wells Ave South PO Box 360
Renton WA 98057
425-255-4400

Corporation Account Requirements Sheet

Documents provided by you at account opening:

- Articles of Incorporation filed with the Secretary of State (including the portion of the agreement that applies to financial transactions)
- Certificate of Authorization (for opening a Business checking account with a physical presence in WA but incorporated in a different state.)
- Tax Exempt status authorization letter from IRS (501(c)(3), etc) **OR** copy of prior year tax return if tax exempt (non profit corps. only, if opening an interest bearing checking)
- Copy of Business License or official document from state; i.e. Certificate of Formation, Certificate of Existence, etc.

Documents provided by First Savings Bank:

- Business Information sheet for the corporation and all signers
- Resolution (in-house, if the business does not have one readily available)
- Business Account Worksheet*
- Evidence of Status (for office use only)
<http://www.secstate.wa.gov> (if governing persons on Evidence of Status does not match Articles of Incorporation – we must have a copy of Business License)

*All items on the worksheet must be filled out completely.
Incomplete forms will be returned for completion.