



Thank you for your interest in a Business Account through SouthStar Bank, S.S.B. We want to make the process easy for you. Please complete the attached Business Account Application and bring in or return to the bank with the following:

1. Personal Photo ID for each signer and beneficial owner*, such as:

US Government Issued ID

Foreign Consular and/or Foreign Passport with US VISA

Note: If your physical address has changed from what is on your ID, please bring a copy of a current utility bill or other address verification document.

2. Social Security Number and/or Card for each signor and beneficial owner*

Depending on the Business entity type and structure, you will also need to bring the appropriate organizational documents listed for each additional entity. All entities must be in good standing with the Secretary of State and must be authorized to do business in the State of Texas. (Certificate of Foreign Registration required for businesses formed in another state)

Note: If your organization is directly owned by or partners with another organization, please bring documents that apply to all of them.

Sole Proprietorship and/or DBA

Resolution Authority

Assumed Name Certificate

Partnerships (General, Limited, Limited Liability Partnerships)

EIN

Certificate of Filing & Certificate of Formation

Assumed Name Certificate (if applicable)

Partnership Agreement

Partnership Resolution Authority

Limited Liability Company

EIN

Certificate of Filing & Certificate of Formation

Assumed Name Certificate (if applicable)

Operating or Company Agreement

LLC Resolution Authority

Corporation

EIN

Certificate of Filing & Certificate of Formation

Articles of Incorporation

Bylaws

Assumed Name Certificate (if applicable)

Corporate Resolution Authority

Recreation/Club Accounts/ Associations/ Government or Public Funds (including non-profit)

Signed Minutes authorizing who can establish and manage a bank account

EIN

Evidence of Non-Profit Status (501(c)(3)) (if applicable)

Lawyers Trust Account (IOLTA)

Resolution granting signature authority to law firm representative

*A beneficial owner is an individual, if any, who directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25% or more of the equity interests of the legal entity. We will require a current ID or copy of current ID on all beneficial owners. Entities may or may not be required to furnish information on beneficial owners if none owns more than 25%. Certain exemptions apply. See bank associate to determine if your entity falls under an exemption.