



Sole Proprietorship (also known as DBA or Assumed Business Name)

- Active registration with [Vermont Secretary of State](#)

LLC

- Active registration with [Vermont Secretary of State](#)
- Employer Identification Number (EIN) or Social security number (if sole member LLC)
- LLC operating agreement (Not applicable if sole member LLC)
- Beneficial Ownership registration with [FINCEN](#)

Corporation

- Active registration with [Vermont Secretary of State](#)
- Employer Identification Number (EIN)
- Beneficial Ownership registration with [FINCEN](#)

Partnership

- Active registration with [Vermont Secretary of State](#)
- Employer Identification Number (EIN)
- Partnership agreement
- Beneficial Ownership registration with [FINCEN](#)

Association/Organization

- Employer Identification Number (EIN)
- Meeting minutes or a signed letter reflecting the entity and person opening the account has authority

Municipality

- Employer Identification Number (EIN)
- Meeting minutes signed by Selectboard authorizing entity and person opening account

Questions? We're here to help.
Customer Service: 877.508.8455





National Bank
of Middlebury

Business Account Opening Checklist

Information to be collected for each account signer:

- Legal name
- Date of birth
- Social security number
- Mother's maiden name
- Home address
- Mailing address
- Phone number(s)
- E-mail address
- Employer
- Occupation
- Valid driver's license or Passport

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Member
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