

# REQUIRED DOCUMENTATION AND PERSONAL IDENTIFICATION BUSINESS ACCOUNT OPENING

This guideline is intended to assist a business with preparing to meet with Northern regarding the Opening of an Account. What should you bring to your meeting?

## Acceptable IDs

Two pieces required - One of which must be unexpired government issued ID and one of which must have photo identification:

- Drivers License
- Ontario Photo Card
- Birth Certificate
- Credit Card
- Citizenship or Passport
- Old Age Security Card
- Certificate of Indian Status
- Student Card
- Employee Card

*Northern does not accept nor is it permitted to use Health Cards for Identification.*



## SOLE PROPRIETOR

Master Business License (not required if you operate solely under your personal name and cheques on deposit will be made payable in your name. If this is the case, Northern will open a separate personal account for you)

Full legal name, date of birth address, phone numbers, employer and occupation of the proprietor

**Two pieces of "acceptable ID" for the proprietor**

## PARTNERSHIPS

Partnership Agreement or Limited Partnership Agreement (whichever applies)

Master business license (not required if you operate solely under your personal names and cheques on deposit will be made payable to those same names. If this is the case, Northern will open a separate personal account for you)

Professional Practice License (if applicable)

Full legal name, date of birth address, phone numbers, employer and occupation of each partner

**Two pieces of "acceptable ID" for each partner and signing officer**

## UNINCORPORATED ASSOCIATION

Memorandum of association or a Constitution which discloses the officers of the association and signing officers (this is for Formally Structured Associations)

A letter from the Association indicating who has authority to open and operate a bank account on behalf of the Association (for Informal Associations)

Full legal name, date of birth address, phone numbers, employer and occupation of each signing officer

**One piece of "acceptable ID" for each signing officer on the account**

## CORPORATIONS

Certificate and Articles of Incorporation

Master Business License (required if the corporation is carrying on business under a name other than the corporation name)

Franchise Agreement (if applicable)

CRA Registration number (if charity soliciting donations)

Declaration under Land Titles (for Condo Corps)

Excerpt from Condo Corp Agreement which appoints Property Manager and who is authorized to do banking

Full legal name, date of birth, address, phone numbers, employer and occupation of each signing officer

Legal name of each Director and legal name/address of each beneficial owner

**One piece of "acceptable ID" for each signing officer on the account**



## SUMMARY INFORMATION REQUIRED

Fill in the information below

Formal/Legal Name of Business or Corporation:

Business Type (ie. Sole Prop, Corp, Partnership, Incorp Society):

Under what name does the business operate:

What is the nature of business:

Business Full Mailing Address/Postal Code:

Bus Telephone #:

Bus Fax #:

Accountant or Bookkeeper (if applicable):

Lawyer (if applicable):

*Note – for any businesses that may be applying for Credit facilities, etc additional information will be required at that time.*