

Business Account Opening Checklist

- ☐ Certificate of Incorporation & documents to support registered trade name (if applicable)
- ☐ Three months of bank statements from existing Financial Institution
- ☐ Name of the directors
- ☐ Name and resides at address of all owners (including breakdown of ownership percentages) and documents to support ownership percentages.
- ☐ Premise address (not P.O. Box) and / mailing address if applicable
- ☐ Business phone, fax numbers and email
- ☐ Signors and how many to sign on transactions
- ☐ 2 pieces of ID, birth date, phone numbers, resides at address (cannot have P.O. Box address) and detailed occupation for all signors
- ☐ What is the primary function of the business – provide details
- ☐ Please complete this chart in its entirety

Estimated # of transactions/month		
Estimated Monthly Maximum Deposit Transactions	Cash Deposits (\$):	Cheque Deposits (\$):
Estimated Monthly EFT Transactions	Incoming EFT (\$):	Outgoing EFT (\$):
Estimated Monthly Maximum Wire Transactions	Incoming (\$):	Outgoing (\$):

- ☐ Who will be the main contact on the account (if this person is not a signor, we need a letter of authorization with specific details on what information can we provide to this person)
- ☐ Would your business benefit from the following?
 - ☐ Online access
 - ☐ The ability to send and receive Electronic Funds Transfer (EFT)
 - ☐ The ability to send wires online
 - ☐ Utilizing Point-of-sale (POS), either web based or a physical terminal
 - ☐ The ability to complete cheque deposits remotely
 - ☐ To offer a customizable employee banking package and/or Group RRSP

Please note:

All directors and signors will need to sign off on the account opening documents.

