

## BUSINESS ACCOUNT DOCUMENTATION REQUIREMENT(S) – GUAM

The following documents are required at account opening and are subject to the Bank's review and acceptance. We will also ask to see government-issued picture identification or other identifying documents for all owners or signers of the businesses.

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### Additional Resources

- <sup>1</sup> Business Licenses and business organizational documents are issued by the Guam Department of Revenue and Taxation (GDRT). Please visit [http://www.govguamdocs.com/revtax/index\\_revtax.htm](http://www.govguamdocs.com/revtax/index_revtax.htm) under General Licensing and Registration Branch for more information.
- <sup>2</sup> Employer Identification Number is issued by the Internal Revenue Service (IRS). Please visit <https://www.irs.gov/businesses/small-businesses-self-employed/employer-id-numbers> for more information.
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### Sole Proprietorship

- ☐ Professional License (if applicable)
  - ☐ Guam Business License<sup>1</sup>
  - ☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.) or Social Security Number
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### Corporation

- ☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.)
- ☐ Guam Business License or Incorporation Certificate issued by the GDRT<sup>1</sup>
- ☐ Articles of Incorporation, and any amendments<sup>1</sup>
  - If the Articles of Incorporation does not provide current information the following is required:
    - ☐ Annual Exhibit – List of current corporate officers and must be filed by a corporation
    - ☐ Certification of Election of New Officers – Listing of officers of the corporation that is certified by the secretary or other officer authorized to act on behalf of the secretary
- ☐ Corporate Seal (if available)
- ☐ If officers are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc. as applicable for all companies involved

**For Foreign Corporations** doing business in Guam, the following are also required:

- ☐ Provide Certification, Consents, Authorizations, Registration documents and any amendments, etc. as applicable
  - ☐ If documents are in a foreign language, also provide certified translation for each document
- ☐ Certificate of Authority from the GDRT<sup>1</sup>

**For Non-Profit Corporations** the following are also required:

- ☐ Internal Revenue Service Correspondence advising of the tax-exempt status
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### Limited Liability Company (LLC)

- ☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.) OR Social Security Number, if Single-Member LLC without a TIN
- ☐ Guam Business License<sup>1</sup>
- ☐ Certificate of Organization from the GDRT<sup>1</sup>
- ☐ Articles of Organization, and any amendments<sup>1</sup>
- ☐ Operating Agreement, and any amendments (not applicable to Single-Member LLC's)
- ☐ If managers/members are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc. as applicable for all companies involved

**For Foreign LLC's** doing business in Guam, the following are also required:

- ☐ Provide Certification, Consents, Authorizations, Registration documents and any amendments, etc. as applicable
  - ☐ If documents are in a foreign language, also provide certified translation for each document
- ☐ Certificate of Authority from the GDRT<sup>1</sup>

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### **Partnership, Limited Partnership (LP), Limited Liability Partnership (LLP), Limited Liability Limited Partnership (LLLLP)**

- ☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.)
- ☐ Guam Business License<sup>1</sup>
- ☐ Partnership Agreement, Limited Partnership Agreement, or Limited Liability Partnership Agreement, and any amendments<sup>1</sup>, OR
  - ☐ **For Partnership** – Registration Statement for Partnership
  - ☐ **For LP, or LLLL** – Certificate of Limited Partnership
  - ☐ **For LLP** – Registration of Limited Liability Partnership
- ☐ If Partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc. as applicable for all companies involved

**For Foreign Partnerships, LP's, LLP's, or LLLL's** doing business in Guam, the following are also required:

- ☐ Provide Certification, Consents, Authorizations, Registration documents and any amendments, etc. as applicable
  - ☐ If documents are in a foreign language, also provide certified translation for each document
- ☐ Certificate of Authority from the GDRT<sup>1</sup>

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### **Unincorporated Organization**

- ☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.)
- ☐ Guam Business License<sup>1</sup> or Letter of Exemption (if applicable)
- ☐ Certified Organization Meeting Minutes indicating the Officers and/or Authorized Signers, and the purpose of the organization
- ☐ Bylaws (if applicable)
- ☐ Organization Rules (if applicable)
- ☐ Chapter Certificate (if applicable)
- ☐ Notification letter of Federal Election Committee Number (Political Action Committee) (if applicable)
- ☐ Notification letter of Taxpayer Identification Number (TIN) from the Internal Revenue Service