

## **BUSINESS ACCOUNT DOCUMENTATION REQUIREMENT(S) – HAWAII**

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> General Excise Tax License is issued by the State of Hawaii. Please visit <https://hitax.hawaii.gov/> 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.
  - <sup>3</sup> Issued by the Department of Commerce and Consumer Affairs (DCCA). Please visit <https://cca.hawaii.gov/> for more information.
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### **Sole Proprietorship**

- ☐ Active General Excise License from the State of Hawaii<sup>1</sup>
  - ☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.) or Social Security Number
  - ☐ If using a "DBA" – Trade Name Registration with the DCCA<sup>3</sup>
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### **Corporation**

- ☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.)
- ☐ Articles of Incorporation, and any amendments (file stamped by the DCCA)<sup>3</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 with DCCA
    - ☐ Certification of Election of New Officers – Listing of officers of the corporation that is certified by the secretary or other officer
  - ☐ In good standing with the DCCA, OR
  - ☐ Meeting Minutes or Corporate Resolution – Listing of officers and their titles that is certified by the secretary or other officer
- ☐ Trade Name Registration with the DCCA (if applicable)<sup>3</sup>
- ☐ 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 the State of Hawaii, 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 for Foreign Corporation (file stamped by the DCCA)<sup>3</sup>
  - ☐ In good standing with the DCCA

**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 if Single-Member LLC without an EIN, Social Security Number
- ☐ Articles of Organization, and any amendments (file stamped by the DCCA)<sup>3</sup>
  - ☐ In good standing with the DCCA
- ☐ Operating Agreement, and any amendments (not applicable to Single-Member LLC's)
- ☐ Trade Name Registration with the DCCA (if applicable)<sup>3</sup>
- ☐ 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 the State of Hawaii, 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 for Foreign Limited Liability Company (file stamped by the DCCA)<sup>3</sup>
  - ☐ In good standing with the DCCA

## BUSINESS ACCOUNT DOCUMENTATION REQUIREMENT(S) – HAWAII

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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.)
- ☐ Partnership Agreement, Limited Partnership Agreement, or Limited Liability Partnership Agreement, and any amendments (file stamped by the DCCA)<sup>3</sup>, OR
  - ☐ **For Partnership** – Registration Statement for Partnership (file stamped by the DCCA)<sup>3</sup>
  - ☐ **For LLP** – Registration Statement for Partnership and Statement of Qualification (file stamped by the DCCA)<sup>3</sup>
  - ☐ **For LP, or LLLL** – Certificate of Limited Partnership (file stamped by the DCCA)<sup>3</sup>
- ☐ Trade Name Registration with the DCCA (if applicable)<sup>3</sup>
- ☐ 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 the State of Hawaii, 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
- ☐ Statement of Partnership (file stamped by the DCCA)<sup>3</sup>
  - ☐ In good standing with the DCCA

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### **Unincorporated Organization**

- ☐ Employer Identification Number<sup>2</sup> (Proof of Identification Number e.g. IRS Letter, Tax Documents, etc.)
- ☐ Bylaws (if applicable)
- ☐ Organization Meeting Minutes (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