

# Required documentation to open a new account

## Limited Liability Companies (LLCs)

- Business Documentation:
  - Certified Articles of Organization (Certificate of Formation) – filed with state agency
  - Assumed Name Certificate(s) for any DBA(s)
- Personal Identification of Owners/Signers:
  - Government Issued ID, for example: State Issued Driver's License, State Issued ID card, Passport, etc.
- Proof of Address (Home-Based Businesses Only)
  - Account statement from a bank or brokerage, Driver's License, Utility Bill, etc.

### In addition to the above, the following will also be requested at account opening:

- Phone number(s)
- Number of business locations
- Where products and services are sold
- Location of suppliers and vendors
- The nature of your business
- Annual sales
- Number of employees
- Types of transactions and volumes you expect to process through the new account
- Purpose of account
- How the account will be funded
- Merchant Services Statement
- Tax returns or K1 based on products or services needed

\*Note: additional documentation/information may be requested

For more information visit [us.hsbc.com/security/safeguard](https://us.hsbc.com/security/safeguard)

**We're looking forward to meeting you. After your account is set up, we'll schedule a site visit to your place of business.**

