

Required documentation to open a new account

Not-for-Profit (NPO) Corporations (Corps)

- Business Documentation:
 - Certificate of Incorporation / Articles of Incorporation
 - Assumed Name Certificate(s) for any DBA(s)
- Personal Identification of Principals/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
- Services the NPO provides
- 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

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

