



Valley Bank of Nevada
TRADITION WITH VISION

Required Business Account Documentation

Sole Proprietorship:

- **Filed Fictitious Firm Name Filing (good for 5 years)**
- **Two forms of identification for each signer**

Corporation:

- **Filed Articles of Incorporation**
- **List of Corporate Officers pulled from SOS**
- **Filed Fictitious Firm Name Filing (if applicable)**
- **Two forms of identification for each signer**

Limited Liability Company:

- **Filed Articles of Organization**
- **Operating Agreement (if they do not have one because they are a sole owner then they have to put that in writing and state that they don't have one and they need to date and sign the letter)**
- **List of Officers/Members pulled from SOS**
 1. **Review the Members that are on record with the SOS.**
 2. **If the Members are other LLC's, Corporations or Trusts you have to investigate until you know who the real owner is (eventually it will be a person or people.**
 3. **If the member is a Trust get a copy of the Trust Agreement showing who the trustees are; if they aren't the people in front of you find out who they are.**
 4. **If the members are other LLC's or Corporations pull up their list of officers/members off of the SOS until you can identify who the real owner is (eventually it will be a person or people.**
- **Filed Fictitious Firm Name Filing (if applicable)**
- **Two forms of identification for each signer**

General Partnership:

- **Partnership Agreement**
- **Two forms of identification for each signer**

Limited Partnership:

- **Limited Partnership Agreement**
- **Two forms of identification for each signer**

An Organization, Association, or Non-Profit Organization:

- **Organization/Association Resolution or**
- **Organization/Association Bylaws**
- **Meeting Minutes**
- **List of Officers**
- **Two forms of identification for each signer**

All individual signers must have the following things verified (CIP):

- **Name**
- **DOB**
- **Address**
- **SSN**