

Sole Proprietor Checklist

Business Account owned by a single individual or between spouses. Owner(s) are responsible for any business debts and liabilities accrued. The business is filled in their personal income taxes.

For franchises (Mary Kay, Avon, Lula Roe, & etc.), account in individual's name ONLY with no reference to the actual franchise.

INDIVIDUALS THAT NEED TO BE PRESENT:

- Sole Owner and/or Spouse
- Any Authorized Signers

INFORMATION REQUIRED

- Physical Business Address located in Business Charter Territories
- Non-expired Personal Identification and gained CIP information for all individuals
- Tax Identification Number: SSN or EIN
- Physical Address of Individual(s)

AS NEEDED

- Fictitious Business Name Statement, if applicable
- OR- Business Name contains member LAST name, no documents needed