



Checklist for Opening a BUSINESS ACCOUNT

Refer to these guidelines to make the process of opening your business account as easy as possible..

Please keep in mind the following requirements:

- Your business must be headquartered in one of the 40 eligible counties* that Suncoast serves. You may need to travel to a Suncoast branch to complete your application in-person and perform ongoing account maintenance as needed.
- Financial institutions are required to identify all individuals who own 25% or more of the equity interest of a business, directly or indirectly. If this applies to your business, please provide a copy of the driver's license of all owners that own 25% or more of the equity, as well as their percentage of ownership. This is required even if the other owners will have no account access.
- All business account users are required to have a minimum credit score of 560.
- Additional documents may be required for business verification that are not listed below

Here are some specific requirements and things you will need to provide based on your business type:

SOLE PROPRIETORSHIP WITHOUT A FICTITIOUS NAME

- Driver's license for sole owner and additional authorized signers
- One of the following:
 - Business tax receipt (also known as occupational license)
 - License issued by Florida Department of Health
 - License issued by Florida Department of Business and Regulation
 - License issued by Florida Bar Association
- Employer Identification Number (EIN) OR Social Security Number (SSN)
 - The IRS SS-4 Letter will be required if using an EIN

SOLE PROPRIETORSHIP WITH A FICTITIOUS NAME

- Driver's license for sole owner and any additional authorized signers
- Active fictitious name filing with Sunbiz
- Proof of business physical address, if not accurate on sunbiz
- Employer Identification Number (EIN) OR Social Security Number (SSN)
 - The IRS SS-4 Letter will be required if using an EIN

PARTNERSHIP

- Driver's license for all partners, authorized signers, and beneficial owners
- Active Sunbiz registration
- Proof of business physical address, if not accurate on sunbiz
- Partnership Agreement
- Employer Identification Number (EIN) or Social Security Number (SSN)
 - The IRS SS-4 Letter will be required if using an EIN

LIMITED LIABILITY COMPANY

- Driver's license for all officers, authorized signers, and beneficial owners
- Active Sunbiz registration
- Proof of business physical address, if not accurate on sunbiz
- When multiple officers are listed on Sunbiz, at least two officers are required to be on the account
- LLC Operating Agreement
- Employer Identification Number (EIN) or Social Security Number (SSN)
 - The IRS SS-4 Letter will be required if using an EIN

CORPORATION

- Driver's license for all officers, authorized signers, and beneficial owners
- Active Sunbiz registration
- Proof of business physical address, if not accurate on sunbiz
- When multiple officers are listed on Sunbiz, at least two officers are required to be on the account
- Corporation By-Laws
- Employer Identification Number (EIN) and IRS SS-4 Letter for EIN

SCHOOL BASED ASSOCIATIONS

- At least two appointed officers are required to be on the account.
- Driver's license for all officers and authorized signers
- Most recent meeting minutes listing the officers
- Employer Identification Number (EIN) and IRS SS-4 Letter for EIN