



Business Account Switch Kit

Moving your business accounts to Centinel Bank of Taos is easy with these simple steps:

- 1. Choose your account.** Figure out which account is right for you by calling us at 575-758-6700 or reviewing our business banking products at www.centinelbank.com
- 2. Open your account.** Open your account in person at either our Main Office or Northside Branch, or apply online at www.centinelbank.com. See the *Business Account Documentation Checklist* on page 2 for a list of business documents we'll need in addition to identification from each signer.
- 3. Order new checks.** You can get business checks in any format that fits your needs, plus deposit slips and an endorsement stamp, through our check-printing company, Deluxe, at <http://www.deluxe.com> or 800.252.3414.
- 4. Start banking online.** Use your eCBT ID to log in to our online banking. Change your PIN, sign up for *eStatements* and transfer funds between your Centinel Bank accounts.
- 5. Register for Bill Pay.** Complete page 2 of the *eBusiness Application* online or ask one of our customer service representatives to assist you. *Business Bill Pay* allows businesses to set up additional users with different levels of access. After registration is approved you will receive a welcome letter in the mail. You can then sign in and begin making payments online.
- 6. Add other account services.** Switch automatic debits or credits, payroll services, or merchant accounts to your Centinel Bank account with Centinel's *eBusiness Services*. Learn more about our Business Banking products at www.centinelbank.com or call us at 575-758-6700
- 7. Close your old account.** Verify that all checks have cleared your old account and that all automatic debits and credits have been switched to your new account. Let your old bank know you are closing the account and have them mail a check for any outstanding balance to you or directly to Centinel Bank for deposit.
- 8. You're done! Welcome to Centinel Bank of Taos!**





Business Account Documentation Checklist

The following documentation is needed to open a Business Account:

Sole-Proprietorship

- Valid Business License, where applicable
- Proper identification for each signor on the account
- Proof of physical address (if address on ID is not correct) for each signor on the account

Partnership/LLP

- Valid Business License, where applicable
- Partnership Agreements
- Partnership Resolution
- Federal Taxpayer Identification Number
- Proper identification for each signor on the account
- Proof of physical address (if address on ID is not correct) for each signor on the account

Corporation

- Valid Business License, where applicable
- Certificate of Incorporation
- Articles of Incorporation and Bylaws
- Federal Taxpayer Identification Number
- Corporate Resolution – available at either the Main Branch or at the Northside Branch
- Proper identification for each signor on the account
- Proof of physical address (if address on ID is not correct) for each signor on the account

Limited Liability Corporation (LLC)

- Valid Business License, where applicable
- Certificate of Organization
- Articles of Organization
- Operating Agreement
- Federal Taxpayer Identification Number
- Proper identification for each signor on the account
- Proof of physical address (if address on ID is not correct) for each signor on the account



Documentation Needed to Open a Business Account

The following identification documents are needed to open a Personal Account or a Business Account for each signer on the account:

US Citizens:

For each signer on the account, you will need:

(1) One form of primary identification

Examples: Unexpired driver's license, state issued ID, military ID or passport.

(2) One form of secondary identification

Examples: Unexpired signed credit or debit card, social security card, work ID or badge, Medicare or Medicaid card, or school ID

(3) Proof of physical address

Examples: Current address on unexpired ID, current utility bill, notarized letter from landlord, etc.

Non-US Citizens:

For each signer on the account, you will need:

(1) An identification number

Examples: a SSN, ITIN or Passport with Country of Issuance and W-8BEN, or Alien Card #.

(2) Two forms of primary identification

Examples: US issued unexpired driver's license, State ID card, passport, alien registration, visa, military ID, national identification card, temporary resident form I-688, Employment Authorization Card Form I-688A, I-688B, I-766, or border crossing card with date issued.

(3) One form of secondary identification

Examples: US tax identification card, unexpired signed debit or credit card, work ID or badge, US citizenship and immigration services photo ID, foreign driver's license, birth certificate, Medicare/Medicaid card, school ID, W-8 BEN, voter registration card, or a pay stub.

(4) Proof of physical address (if your address on your ID is not up to date)

Examples: Current address on unexpired ID, current utility bill, notarized letter from landlord, etc.

