



EvaBank Account Opening Documentation

Dear Valued Customer,

Thank you for considering a new account with EvaBank. We would like to extend a warm welcome to you and we are pleased that you are either considering a new banking relationship with us or continuing with an existing relationship.

EvaBank offers online banking, E-Statements, bill pay, mobile banking with mobile deposit options, and much more!

EvaBank is a friendly community bank that offers over 30 years of dedicated service to our community. We specialize in meeting the banking and financial needs of individuals and businesses in the area while providing you with customer service that is second to none.

We look forward to having you as a customer for years to come.

Please feel free to visit www.evabank.com to find a branch near you.

Your financial partner,

EvaBank

Cherokee • Highway 157 • Eva • Arab • Decatur • Madison • Clairmont

www.EvaBank.com NMLS #414640

All account owners and signers are required to present two forms of ID, one being a primary ID. Collect date of birth, social security# and physical address (mailing address also if different).

Personal Account

- Social Security# (of all)
- DOB (of all)
- Primary and secondary ID (of all)
- Proof of address of all (if different than ID)

Personal Account with ITIN Customers

- ITIN IRS Letter
- Primary and secondary ID that matches name on ITIN Letter
- Two consecutive years tax returns that reflect the ITIN listed on the ITIN letter (to show substantial presence in the U.S. only)
- Proof of address of all (if different than ID)

Custodian

- Social Security # of both
- DOB of both
- ID of Custodian
- Custodian's proof of address

Representative Payee

- Social Security # of both
- DOB of both
- ID – Rep Payee (if beneficiary is an adult request their ID also. May not always be able to obtain beneficiaries ID)
- Rep Payee proof of address
- Letter of Rep Payee appointment or current US Treasury check reflecting Rep Payee relationship.

Unincorporated Association (Club)

- Proof of EIN (if SSN, Obtain Fictitious Name Filing at Secretary of State)
- Social Security # of all signers
- DOB (all signers)
- Primary and secondary ID (all signers)
- Proof of address (all signers)
- Physical address of Assoc.
- Minutes*

**Minutes need to include who has authority to open the account and conduct business on the account. Minutes must be signed by governing officer(s)*

Sole Proprietorship

- Proof of EIN
- Trade or Fictitious Name Filing with the state of Alabama (or occupational license and a recent IRS schedule C stating the name of the business).
- DOB
- Primary and secondary ID
- Proof of address
- Physical address of the business
- If owner adds authorized signer, signer will also need SSN, proof of address, primary and secondary ID, DOB

DBA

- Social Security #
- Trade or Fictitious Name Filing with the state of Alabama (or occupational license and a recent IRS schedule C stating the name of the business).
- DOB
- Primary and secondary ID
- Proof of address
- Physical address of the business
- If owner adds authorized signer, signer will also need SSN, proof of address, primary and secondary ID, DOB

Partnership

- Proof of EIN
- Social security# of all signers
- DOB of all signers
- Primary and secondary ID of all signers
- Proof of address (all signers)
- Partnership Agreement
- SOS filing documents (Alabama)
- Physical address of the business

Limited Liability Corporation

- Proof of EIN (or SSN if one owner and no employees)
- Articles of Organization
- SOS filing documents (Alabama)
- Social Security# of all signers
- DOB (all signers)
- Primary and secondary ID (all signers)
- Proof of address (all signers)
- Physical address of business

Nonprofit Organization

- Proof of EIN
- Articles of Organization
- SOS filing documents (Alabama)
- Social Security# of all signers
- DOB (all signers)
- Primary and secondary ID (all signers)
- Proof of address (all signers)

Non profits are not all organized the same. Is this nonprofit a corporation or sole proprietor? Does the nonprofit have a board of directors? Officers? If overseen by more than one person or board of directors or officers, you will need to collect minutes or a corporate resolution that states who can open the account and who has authority to use the account.

Corporation

- Proof of EIN
- Articles of Organization
- SOS filing documents (Alabama)
- Corporate Resolution (states who has authority to open the account and conduct business)
- Social Security# of all signers
- DOB (all signers)
- Primary and secondary ID (all signers)
- Proof of address (all signers)
- Physical address of business

Trust

- Certification (memorandum) of Trust
- Social Security # of trustees
- DOB of trustees
- Primary and secondary ID of trustees
- Proof of address of trustees

Estate Account (in addition to the Personal Account List)

- Death certificate of the decedent
- Court issued Estate established papers
- EIN Letter
- Personal representative letter or letter(s) of administration

Opening Church Accounts

First you will need to ask how the church is organized. Churches are not all organized in the same manner. Some are incorporated and others are unincorporated. If the account is incorporated use the Nonprofit Organization guide. If unincorporated use the Unincorporated Association guide.

Acceptable primary and secondary identification documents

Primary List of Documentation:

EvaBank will verify the identifying information provided by the customer using the following documents: (one from this list is required)

- 1.** An unexpired valid driver's license (any state)
- 2.** A valid STATE identification card
- 3.** Military identification card (Do Not Copy)
- 4.** Un-expired passport (does not have to be U.S. issued)
 - a.** Must show photo
 - b.** Must show issue and expiration dates
 - c.** Passport number
 - d.** Country of Issue
 - e.** Holder's signature
 - f.** Holder's permanent address at time of issuance

Secondary List of Documentation:

EvaBank will accept the following secondary forms of identification: (one from this list is required and must display customer's name).

- 1.** Social Security Card
- 2.** Government Issued Visa
- 3.** Birth Certificate (non-U.S. is acceptable)
- 4.** Non-U.S./Canadian Driver's License
- 5.** Most Recent Signed Tax Returns
- 6.** Property Tax Bill
- 7.** Voter Registration Card
- 8.** Organizational Membership Card
- 9.** Bank/Investment/Loan Statements
- 10.** Paycheck Stub with name
- 11.** Most Recent W-2
- 12.** Home/car/renter insurance papers
- 13.** Recent Utility Bill