



Prepare Your Business Documents

You'll need to bring the following information when you visit a branch to open a business banking account or apply for a business loan or line of credit. A Citibank Business Specialist will let you know what else you'll need to provide.

TO OPEN A BUSINESS BANKING ACCOUNT

Documents to Bring

- A Government-issued Form of Identification¹ for each signer (such as a driver's license or passport)
- Business Formation Document*

Speak with a Citibank Business Specialist for specific requirements.

Other Required Information

- Business name
- Taxpayer Identification Number (TIN)
- Expected account activity, such as monthly transaction volume and balance estimates
- Number of employees

Applicant(s) should provide the following information about all individuals associated with the business:

- Name
- Date of birth
- Residential Address²
- Citizenship status
- Country of residence
- Country of citizenship
- Social Security Number (SSN)/Individual Taxpayer Identification Number (ITIN).
Nonresident Aliens who are associated individuals and who do not have a SSN/ITIN must provide two different forms of a Government-issued ID.
- Percent of ownership



Associated individuals include:

- ✓ Account signers
- ✓ Authorized Signers³
- ✓ Owners of business (10% or more ownership)
- ✓ Controlling Persons⁴

*A Business Formation Document is a legal document that a business owner receives from the secretary of state's office after successfully registering the business.

Legal Disclosures and Information

- 1 If Nonresident Alien, two forms of Government-issued ID are required.
- 2 Residential Address is required only for Owners of 25% or more of the business and one Controlling Person. Documentation to verify this information may be required if Third Party Verifications are not successful.
- 3 An Authorized Signer is an individual appointed by the company with broad legal authority to act or make binding decisions on behalf of the company.
- 4 A Controlling Person is any person with significant responsibility for managing the company (e.g., President, Managing Member, General Partner, Treasurer, Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, etc.).

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Prepare Your Business Documents

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TO OPEN A BUSINESS LOAN OR LINE OF CREDIT

Documents to Bring

- A Government-issued Form of Identification¹ for each signer (such as a driver's license or passport)
- Business Formation Document*
- Business bank statements (last 3 months)
- Business and personal tax returns for all owners and guarantors

Speak with a Citibank Business Specialist for specific requirements.

May be required:

- Accounts receivable aging reports
- For refinancing: loan statement(s)
- For commercial real estate loans: contract of sale, mortgage statement or cost breakdowns for leasehold improvements/construction requests
- For non-profit corporations: ask a Citibank business specialist about specific requirements

Additional documents may be required following loan approval or before loan closing.

Other Required Information

- Business name
- Taxpayer Identification Number (TIN)
- Expected account activity, such as monthly transaction volume and balance estimates
- Number of employees

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