

CUSTOMER CHECKLIST FOR OPENING BUSINESS ACCOUNTS

Sole Proprietorship & Unincorporated - State of Hawaii



Aloha. Thank you for choosing Bank of Hawaii.

To assist you with the account opening process, the following are **required** at the time of account opening and are submit to the Bank's review and acceptance. Additional documents may be required.

****All Sole Proprietorships and Unincorporated Organizations using a Trade Name, must be registered with the Department of Commerce & Consumer Affairs (DCCA)^{1**}**

SOLE PROPRIETORSHIP

- General Excise Tax License from the State of Hawaii²
- Social Security Number or Employer Identification Number³
- Trade Name Registration with the DCCA, if using a "dba"¹

UNINCORPORATED ORGANIZATION

- Certified Meeting Minutes (signed by secretary or designated certifying person(s) (if Meeting Minutes are not certified, complete bank form Certification Regarding Business Documents BB-39_E) indicating:
 - o the Officers (if any)
 - o the authorized signers
 - o the purpose of the organization
- Social Security Number or Employer Identification Number³
- Trade Name Registration with the DCCA, if using a "dba"¹

¹ Registration to be verified by Bank of Hawaii via State of Hawaii's DCCA website indicating the registered entity is in "Good Standing" and Trade Name (if applicable) is "Active": <https://hbe.ehawaii.gov/documents/search.html>

² Information to be verified by Bank of Hawaii via State of Hawaii's Department of Taxation website indicating "Open" status: <http://hitax.hawaii.gov/>

³ Internal Revenue Service (IRS): <http://www.irs.gov>