

STARTING YOUR NEW RELATIONSHIP

SOLE PROPRIETORS-BUSINESS ACCOUNT OPENING INFORMATION

Thank you for choosing Metairie Bank for your Business Banking needs. We want your new account opening experience to be smooth and easy. When opening an account, all banks are required to obtain information verifying the business as well as the individuals associated with the business. The following list will help you determine the requirements needed.

INDIVIDUALS THAT NEED TO BE PRESENT AT ACCOUNT OPENING:

Sole Proprietorships with one owner – the owner

- Spousal Sole Proprietorships — both owners
- Sole Proprietorship with a Power of Attorney – the agent

INFORMATION REQUIRED TO OPEN ACCOUNT:

Personal Identification

- **Two forms of identification.**
- One Unexpired Government Issued Picture ID - State Issued Driver's License, State Issued ID card, Passport, etc.
- Second form of ID such as Social Security card, Passport, Credit/Debit Card, Military ID, Pay stub, Utility Bill, etc.

Tax Identification Number – SSN, ITIN (Non-US Citizens), or an Employer Identification Number (EIN) is required.

REQUIRED BUSINESS DOCUMENTATION:

- **Trade Name Certificate** required if your business is operating with a DBA (doing business as). For example: Smith Hardware Inc. DBA Smith Hardware Store. If the owner's legal name is Jan Johnson, and the business name is Johnson Jewelers, you will need the additional documentation. However, if the business name is Jan Johnson Jewelers you will not.
- Business License

ADDITIONAL INFORMATION THAT WILL BE REQUESTED AT ACCOUNT OPENING:

- The nature of your business
- Types of transactions and volumes expected



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3344 Metairie Road
Metairie, LA 70001

701 Metairie Rd
Metairie, LA 70005

3639 Jefferson Hwy
Metairie, LA 70121

3922 Veterans Blvd
Metairie, LA 70002

7124 Veterans Blvd
Metairie, LA 70003

7807 Airline Dr.
Metairie, LA 70003

4500 Hwy 22,
Mandeville, LA 70471

4305A Clearview Pkwy
Metairie, LA 70006

1000 South Tyler
Covington, LA 70433

70496 Hwy 21 (Remote)
Covington, LA 70433

