



Altabank™

Division of Glacier Bank

Altabank Switch Kit Required Docs

LLC

- ☐ Tax Identification Number – An Employer Identification Number (EIN) is required; Single Member LLCs may use SSN or EIN
- ☐ Active Status with the Secretary of State (BES)
- ☐ If applicable-Assumed Name Certificate – BES if business is operating with a DBA (Doing Business As)
- ☐ Articles of Organization or Certificate of Organization
 - Authorized titles listed in the Articles are Member or Manager
 - If more than one Member/Manager is listed, two individuals must certify the banking resolution
- ☐ If State registration and/or Articles of Organization does not state the accepted officers, one of the following is also required:
 - Certified Amendment to the Articles of Organization or Certificate of Organization
 - Operating Agreement listing Members/Managers
 - Statement of Authority

CORPORATION

- ☐ Tax Identification Number – An Employer Identification Number (EIN) is required
- ☐ Active Status with the Secretary of State (BES)
- ☐ If applicable-Assumed Name Certificate – BES if business is operating with a DBA (Doing Business As)
- ☐ Articles of Incorporation
 - Authorized titles listed in the Articles are President, Secretary, Treasurer or Vice President
 - If more than one authorized individual is listed, two individuals must certify the banking resolution

If State registration and/or Articles of Incorporation does not state the accepted officers, one of the following is also required:

- Certified Amendment to the Articles of Incorporation
- Corporate Bylaws
- Meeting Minutes

SOLE PROPRIETOR

- ☐ Tax Identification Number – An Employer Identification Number (EIN) – If applicable
- ☐ Active Status with the Secretary of State (BES)
- ☐ If State registration does not list the Sole Proprietor as the applicant, the following is also required:
 - Assumed Name or Trade Name Certificate

PARTNERSHIP

- ☐ Tax Identification Number – An Employer Identification Number (EIN) is required
- ☐ Active Status with the Secretary of State (BES)
- ☐ If applicable-Assumed Name Certificate – BES if business is operating with a DBA (Doing Business As)
- ☐ Partnership Agreement
 - General or Managing Partners are the authorized partners, two individuals must certify the banking resolution

ASSOCIATION/ORGANIZATION/LODGE

- ☐ Tax Identification Number – An Employer Identification Number (EIN) is required
- ☐ Meeting Minutes is required

The following may also be provided:

- Constitution, Bylaws or Charter