

CUSTOMER CHECKLIST FOR OPENING BUSINESS ACCOUNTS

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:

SOLE PROPRIETORSHIP

- Trade Name Registration with the DCCA¹, if applicable²
- General Excise Tax License from the State of Hawaii³
- Social Security Number or Employer Identification Number⁴

CORPORATION

- Articles of Incorporation and any amendments (file-marked by the state or country in which it was formed)
- Bylaws and any amendments (If no Bylaws, please complete bank form BB-39_E.)
- Certified Corporate Resolution, if applicable
- Corporate Seal, if applicable
- Trade Name Registration with the DCCA¹, if applicable²
- Employer Identification Number⁴
- For Foreign⁵ Corporations doing business in Hawaii, also provide:**
 - Certificate of Authority for Foreign Corporation (file-marked by the DCCA) or Certificate of Good Standing (issued by the DCCA)
 - Certified translation of Articles of Incorporation, Bylaws, certifications, consents, authorizations, registration documents and any amendments, etc., as applicable (if document is in a foreign language)

LIMITED LIABILITY COMPANY (LLC)

- Articles of Organization for LLC and any amendments (file-marked by the state or country in which it was formed)
- Operating Agreement and any amendments (If no Operating Agreement, please complete bank form BB-39_E.)
- Trade Name Registration with the DCCA¹, if applicable²
- Employer Identification Number⁴ (or Social Security Number, in the case of a single-member LLC without a separate TIN)
- If managers/members are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign⁵ LLC's doing business in Hawaii, also provide:**
 - Certificate of Authority for Foreign LLC (file-marked by the DCCA) or Certificate of Good Standing (issued by the DCCA)
 - Certified translation of Articles of Organization, Operating Agreement, certifications, consents, authorizations, registration documents and any amendments, etc., as applicable (if document is in a foreign language)

GENERAL PARTNERSHIP (includes Joint Ventures)

- Partnership Agreement and any amendments
- Registration Statement for Partnership (file-marked by the DCCA¹)
- Trade Name Registration with the DCCA, if applicable²
- Employer Identification number⁴
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign⁵ General Partnerships doing business in Hawaii, also provide:**
 - Certified translation of the Partnership Agreement, Articles of Incorporation, Articles of Organization, certifications, consents, authorizations, registration documents and any amendments, etc., as applicable (if document is in a foreign language)

LIMITED PARTNERSHIP (LP) / LIMITED LIABILITY LIMITED PARTNERSHIP (LLLP)

- LP / LLLP Agreement and any amendments
- Certificate of Limited Partnership, or other similar record (file-marked by the state or country in which it was formed)
- Trade Name Registration with the DCCA¹, if applicable²
- Employer Identification Number⁴
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign⁵ LP's or LLLP's doing business in Hawaii, also provide:**
 - Certificate of Authority for Foreign Limited Partnership (file-marked by the DCCA) or Certificate of Good Standing (issued by the DCCA)
 - Certified translation of LP / LLLP Agreement, Articles of Incorporation, Articles of Organization, certifications, consents, authorizations, registration documents and any amendments, etc., as applicable (if document is in a foreign language)

LIMITED LIABILITY PARTNERSHIP (LLP)

- LLP Agreement and any amendments
- Statement of Qualification (file-marked by the DCCA¹)
- Registration Statement for Partnership (file-marked by the DCCA)
- Trade Name Registration with the DCCA, if applicable²
- Employer Identification Number⁴
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign⁵ LLP's doing business in Hawaii, also provide:**
 - Statement of Foreign Qualification (file-marked by the DCCA) or Certificate of Good Standing (issued by the DCCA)
 - Certified translation of LLP Agreement, Articles of Incorporation, Articles of Organization, certifications, consents, authorizations, registration documents and any amendments, etc., as applicable (if document is in a foreign language)

UNINCORPORATED ORGANIZATION

- Certified minutes of a meeting indicating:
 - the Officers (if any)
 - the authorized signers
 - the purpose of the organization
- Certification of the meeting minutes (Meeting minutes signed by secretary or designated certifying person(s), or please complete bank form BB-39_E, if applicable.)
- Trade Name Registration with the DCCA¹, if applicable²
- Social Security Number or Employer Identification Number⁴

¹ State of Hawaii - Department of Commerce and Consumer Affairs (DCCA): 808-586-2727 (<http://hawaii.gov/dcca>)

² Trade name registration with the DCCA is required if a trade name or "dba" (doing business as) is used. A printout from the DCCA website indicating the entity's registered trade name and "Active" status is acceptable. (<http://hawaii.gov/dcca/breg>)

³ State of Hawaii – Department of Taxation (Tax Licenses): 808-587-4242 (<http://hawaii.gov/tax>)
A printout of the Hawaii tax license from the State of Hawaii – Department of Taxation website is acceptable. (<https://dotax.ehawaii.gov/tls/app>)

⁴ Internal Revenue Service (IRS): 1-800-829-4933 (<http://www.irs.gov>)

⁵ An entity formed outside of Hawaii, whether it is another state, a U.S. territory or another country, is identified as a "foreign" entity by the DCCA. An entity formed in Hawaii is identified as a "domestic" entity.