

Opening a Business Account



First National Bank
ALASKA MEMBER FDIC

Thank you for considering First National Bank Alaska for your business banking needs. All banks, including First National, are required to obtain certain information and documents to verify the business and individuals with the business.

Generally, the following items are what you will need to provide when you visit a First National branch to open a Business account. Contact your local First National branch to determine what documents are required for your business type. **If you have questions, contact our Customer Service experts at 777-4362 or 800-856-4362.**

Individuals Associated with the Business

Beneficial Owner	Each individual, if any, who owns, directly or indirectly, 25% or more of the equity interest of the legal entity customer.
Controller	An individual with significant responsibility for managing the legal entity customer.
Signer	An individual who has the authority to sign checks or withdrawals on behalf of the legal entity.

Required Documentation to Open a Business Account

Sole Proprietor	<ul style="list-style-type: none"> • Unexpired government-issued identification (ID) for the Sole Proprietor • Employer Identification Number (EIN), if applicable; or SSN of Sole Owner • Business License, if one exists
Association	<ul style="list-style-type: none"> • Unexpired government-issued ID for one Controller and each Signer • Employer Identification Number¹ • Business License, if one exists
Limited Liability Company (LLC)²	<ul style="list-style-type: none"> • Business License • Employer Identification Number¹ • A copy of the Certificate of Existence • A copy of the Partnership Agreement • Unexpired government-issued ID for each Beneficial Owner and one Controller (unless entity is exempt/excluded)³
Single Member LLC with EIN²	<ul style="list-style-type: none"> • Business License • Employer Identification Number¹ • A copy of the Certificate of Existence • Unexpired government-issued ID for each Beneficial Owner and one Controller (unless entity is exempt/excluded)³
Single Member LLC without EIN	<ul style="list-style-type: none"> • Business License • A copy of the Certificate of Existence • Unexpired government-issued ID and SSN for the Single Member • Unexpired government-issued ID for each Beneficial Owner and one Controller (unless entity is exempt/excluded)³

Corporation	<ul style="list-style-type: none"> • Business License • Employer Identification Number¹ • A copy of the Certificate of Existence • Unexpired government-issued ID for each Beneficial Owner and one Controller (unless entity is exempt/excluded)³
General/Ordinary Partnership	<ul style="list-style-type: none"> • Business License • Employer Identification Number¹ • A copy of the Partnership Agreement • Unexpired government-issued ID for each Beneficial Owner and one Controller (unless entity is exempt/excluded)³ • If the Business License, Partnership Agreement or Employer Identification Number are not applicable/available, then an unexpired government issued ID is required for each partner/signer.
Limited Partnership (LP) Or Limited Liability Partnership (LLP)	<ul style="list-style-type: none"> • Business License • Employer Identification Number¹ • A copy of the Certificate of Existence • Unexpired government-issued ID for each Beneficial Owner and one Controller (unless entity is exempt/excluded)³
Joint Venture	Each entity forming the Joint Venture is required to bring the appropriate documentation according to the entity type. Use the above list to determine the identity documents required for each entity.

¹ Or application showing EIN has been applied for; and, EIN must be provided to the Bank within 60 days of account opening.

² If any member(s) of an LLC are not a natural person, each such member will also need to provide the appropriate documents as listed herein for that entity type. Resolutions for such entities may also be required to establish the authority as to who may sign on the entity's behalf.

³ Certification of Beneficial Owners is not required for entities defined as: not a Legal Entity as defined in the rule; a financial institution regulated by a Federal functional regulator; a bank regulated by a State bank regulator; a Phase I Exempt Entity (Government entity, Publicly traded company, or Subsidiary of a publicly traded company); an exempt entity registered with the Securities and Exchange Commission (SEC); an exempt entity that is registered with the Commodity Futures Trading Commission; a public accounting firm registered under the Sarbanes-Oxley Act; a bank or savings and loan holding company; a pooled investment vehicle that is operated or advised by a financial institution; an insurance company that is regulated by a State; a financial market utility designated by the Financial Stability Oversight Council; a foreign financial institution established in a jurisdiction where the regulator of such institution maintains beneficial ownership information regarding such institution; a non-U.S. governmental department, agency or political subdivision that engages only in governmental rather than commercial activities; another type of legal entity only to the extent that it opens: a private banking account subject to 31 CFR § 1010.620.