

When opening a business account, we are legally required to obtain documentation verifying the business and the individuals associated with it.



This is your guide to make the account opening process simpler and quicker.



All authorized signers need to be present at the account opening.

For each authorized signer, please provide:

- **Government issued identification**
- Documents accepted: a non-expired with photo Driver's License, Passport, State ID, or military ID
- **Taxpayer Identification Number**



Based on your business type, you will be required to provide appropriate documents to help verify the business. Please bring an original or certified copy of the following:

SOLE PROPRIETOR

IRS assigning an Employee Identification Number (EIN)
or
TIN of the individual owner

PARTNERSHIP

Certificate of Good Standing (Secretary of State)
Letter from the IRS assigning EIN
Partnership Agreement
Partnership Resolution

LIMITED LIABILITY COMPANY (LLC)

Articles of Organization
Certificate of Good Standing (Secretary of State)
Letter from the IRS assigning EIN
LLC Resolution
Operating Agreement (and any amendments)

CORPORATION

Articles of Incorporation
Bylaws (and any amendments)
Certificate of Good Standing (Secretary of State)
Corporate Resolution
Letter from the IRS assigning EIN

ASSOCIATION or ORGANIZATION

Association/Organization Resolution
Letter from the IRS assigning EIN
Signed Meeting Minutes

Any time an account is opened or maintained for a legal entity we will request information that identifies the ultimate beneficial owner(s) and controlling person of the legal entity.

What is this form?

To help the government fight financial crime, federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be used to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who ultimately own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

*For the purposes of this form, a **legal entity** includes a corporation, limited liability company, partnership, and any other similar business entity formed in the United States or a foreign country.*

What information do I have to provide?

This form requires you to provide the name, address, date of birth and social security number (or passport number or other similar information, in the case of foreign persons) for the following individuals:
(i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); **AND**
(ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President or Treasurer).

Commercial Checking Accounts:

We offer business checking accounts that allow you more time to focus on your business. TSB Commercial Checking accounts can save you money with many account features and services.

Common features to all TSB Commercial Checking Accounts:

- No Per Item Fee
- Unlimited Check Writing
- Unlimited Over-The-Counter Teller Transactions
- Unlimited Deposits at any TSB location
- 24/7 Access to Telephone Banking
- No fee for Visa® Business Debit Card
- No fee for standard Electronic Banking with Bill Pay; fee applies with the inclusion of Cash Management to Online Banking*
- No fee for Monthly eStatements*
- No fee for Mobile Check Deposit*
- No fee for Mobile Banking App*

* Third party data & messaging rates may apply. Message and data use may count against wireless plan limits.



Tennessee State Bank

BRANCH LOCATIONS

Corporate / Music Row
2210 Parkway
P.O. Box 1260
Pigeon Forge, TN 37868
(865) 429-7825

Pigeon Forge
3155 Parkway
P.O. Box 1260
Pigeon Forge, TN 37868
(865) 453-1043

Jefferson City
106 West Broadway Blvd.
Jefferson City, TN 37760
(865) 262-1240

Dolly Parton Parkway I
642 Dolly Parton Parkway
P.O. Box 4188
Sevierville, TN 37864
(865) 429-7800

Sevierville
161 Forks of the River
Parkway
P.O. Box 4460
Sevierville, TN 37864
(865) 453-4629

Newport
107 Epley Drive
Newport, TN 37821
(423) 532-1100

Dolly Parton Parkway II
1375 Dolly Parton Parkway
P.O. Box 4718
Sevierville, TN 37864
(865) 774-5707

Seymour
10727 Chapman Highway
Seymour, TN 37865
(865) 609-8989

Powell
7500 Old Clinton Pike
Powell, TN 37849
(865) 938-321

Gatlinburg
414 East Parkway
P.O. Box 290
Gatlinburg, TN 37738
(865) 436-7871

Veterans Blvd.
1824 Veterans Blvd.
Sevierville, TN 37862
(865) 505-3700

South Knoxville
3314 Chapman Highway
Knoxville, TN 37920
(865) 573-3213

Kodak
3307 Winfield Dunn Parkway
P.O. Box 607
Kodak, TN 37764
(865) 933-6347

Wears Valley
3177 Wears Valley Road
Sevierville, TN 37862
(865) 286-1540

Turkey Creek
11470 Parkside Drive
Knoxville, TN 37934
(865) 288-5040

COMMERCIAL LOANS

Ask a Customer Service Representative about our great rates on Commercial Loans and Elite Business Visa® Credit Card.

MERCHANT SERVICES

Credit Card Processing available
(865) 429-7815



Tennessee State Bank
"Banking at its Best"®



www.tnstatebank.com

For all locations (865) 453-0873

or Toll Free (877) 908-9872

For 24-Hour Banking (865) 908-BANK (2265)

or Toll Free (877) 908-4TSB (4872)

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TENNESSEE STATE BANK

Setting up your Commercial Account



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