

**FRONTIER BANK**  
**DOCUMENTS REQUIRED TO OPEN BUSINESS ACCOUNTS**  
**All documentation must be provided prior to account opening.**

**Corporations**

- Articles of Incorporation;
- **Bylaws and any amendments**<sup>1</sup>
- Certificate of Good Standing;
- Minutes from the last annual meeting showing who are the officers;
- A business resolution signed by the corporate secretary authorizing which individuals can act on behalf of the account being opened and attested by one other officer. (This form can be provided by the corporation or a blank resolution can be provided by the bank.)
- Proof of Employer Tax Identification Number (EIN) – Either the letter issued by the IRS or the first page of the corporation’s tax return.
- Trade Name Affidavit if applicable

**Limited Liability Company**

- Articles of Organization
- **Operating Agreement and any amendments**<sup>2</sup>
- Certificate of Good Standing
- A business resolution signed by the manager or designated member and attested by one other manager or designated member. (This form can be provided by the LLC or a blank resolution can be provided by the bank.)
- Proof of Employer Tax Identification Number (EIN) – Either the letter issued by the IRS or the first page of the LLC’s tax return.
- Trade Name Affidavit if applicable

**Partnerships - In Colorado, all partnerships except general partnerships, require the appropriate paperwork be filed.**

- Certificate of Partnership<sup>3</sup>
- **Partnership Agreement**<sup>4</sup>
- Certificate of Good Standing
- A business resolution signed by each partner. (This form can be provided by the LLC or a blank resolution can be provided by the bank.)
- Proof of Employer Tax Identification Number (EIN) – Either the letter issued by the IRS or the tax return.
- Trade Name Affidavit if applicable

<sup>1</sup> If the customer cannot locate the bylaws, officer approval must be obtained prior to account opening.

<sup>2</sup> If the customer cannot locate the operating agreement, officer approval must be obtained prior to account opening.

<sup>3</sup>**GPS** (general partnerships) – While GPs aren’t required to file paperwork with the state, its encouraged they do so. If the GP owns property, it’s required to file its partnership agreement in the county in which the property is owned.

**Limited Liability Partnerships (LLP)** – Colorado law requires partners to file a Registration Statement with the Secretary of State in order to form an LLP.

**Limited Liability Limited Partnerships (LLLP)** – To form an LLLP in Colorado, business owners must file a Registration Statement with the Secretary of State.

**Limited Partnership Associations (LPA)** – LPAs are created by filing Articles of Association with the Colorado Secretary of State.

**Limited Partnerships (LP)** – In Colorado, a LP must file a Certificate of Limited Partnership with the Secretary of State.

<sup>4</sup> If the customer cannot locate the partnership agreement, officer approval must be obtained prior to account opening.