

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 using a “dba”²
- General Excise Tax License from the State of Hawaii³
- Social Security Number or Employer Identification Number⁴
- Request for Taxpayer Identification Number and Certification form (W-9)⁵

CORPORATION

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E)⁶
- 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
 - o If officers are not listed in Articles of Incorporation or Bylaws, certified Corporate Resolution or meeting minutes, signed by the Corporate Secretary is required for the election of officers.
- Trade Name Registration with the DCCA¹, if using a “dba”²
- Employer Identification Number⁴
- Request for Taxpayer Identification Number and Certification form (W-9)⁵
- For Foreign⁷ Corporations doing business in Hawaii, also provide:**
 - o Certificate of Authority for Foreign Corporation (file-marked by the DCCA¹) or Certificate of Good Standing (issued by the DCCA¹)
 - o 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)

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E)⁶
- Articles of Organization for LLC and any amendments (file-marked by the State or Country in which it was formed)
- Signed Operating Agreement and any amendments (If no Operating Agreement, please complete bank form BB-39_E.)
- Trade Name Registration with the DCCA¹, if using a “dba”²
- Employer Identification Number⁴ (or Social Security Number, in the case of a single-member LLC without a separate TIN)
- Request for Taxpayer Identification Number and Certification form (W-9)⁵
- If managers/members are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
 - o Additionally, if manager/member is a corporation, certified Corporate Resolution or Meeting Minutes (signed by the secretary) naming the person(s) authorized to act for the corporation is required.
 - o Additionally, if manager/member is an LLC, an LLC Authorization or Meeting Minutes naming the person(s) authorized to act for the LLC is required. All managers or members must sign authorization.
- For Foreign⁶ LLC's doing business in Hawaii, also provide:**
 - o Certificate of Authority for Foreign LLC (file-marked by the DCCA¹) or Certificate of Good Standing (issued by the DCCA¹)
 - o 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)

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E)⁶
- Partnership Agreement and any amendments
- Registration Statement for Partnership (file-marked by the DCCA¹)
- Trade Name Registration with the DCCA¹, if using a “dba”²
- Employer Identification number⁴
- Request for Taxpayer Identification Number and Certification form (W-9)⁵
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign⁷ General Partnerships doing business in Hawaii, also provide:**
 - o 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)

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E)⁶
- 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 using a “dba”²
- Employer Identification Number⁴
- Request for Taxpayer Identification Number and Certification form (W-9)⁵
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign⁷ 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 DCCA¹)
 - 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)

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E)⁶
- LLP Agreement and any amendments
- Statement of Qualification (file-marked by the DCCA¹)
- Registration Statement for Partnership (file-marked by the DCCA¹)
- Trade Name Registration with the DCCA¹, if using a “dba”²
- Employer Identification Number⁴
- Request for Taxpayer Identification Number and Certification form (W-9)⁵
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign⁷ 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 DCCA¹)
 - 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 using a “dba”²
- Social Security Number or Employer Identification Number⁴
- Request for Taxpayer Identification Number and Certification form (W-9)⁵

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

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://cca.hawaii.gov/>)

³ State of Hawaii – Department of Taxation (Tax Licenses): <http://hitax.hawaii.gov/>
A printout of the Hawaii tax license from the State of Hawaii – Department of Taxation website is acceptable. (<http://hitax.hawaii.gov/>)

⁴ Internal Revenue Service (IRS): <http://www.irs.gov>

⁵ Request for Taxpayer Identification Number and Certification form (W-9) is required for new interest-bearing accounts only.

⁶ The Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12_E) is not required for the following:

- Sole Proprietorships
- Publicly Traded Entities
- Natural Persons Opening Accounts on their own Behalf
- Unincorporated Associations
- Banks and other Financial Institutions
- Federal, State, County or Foreign Government Agencies
- Personal/Family Trusts

⁷ 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.