

# CUSTOMER CHECKLIST FOR OPENING BUSINESS ACCOUNTS Guam



*Hafa adai. 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

- Professional License, if applicable
- Guam Business License
- Social Security Number or Employer Identification Number<sup>1</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<sup>2</sup>

## CORPORATION

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12\_E)<sup>3</sup>
- 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 PID\_E.)
- Corporate Seal, if applicable
- Guam Business License
- Employer Identification Number<sup>1</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<sup>2</sup>
- For Foreign<sup>4</sup> Corporations doing business in Guam, also provide:**
  - o Certificate of Authority (issued by GDRT<sup>5</sup>)
  - 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)<sup>3</sup>
- Articles of Organization 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 PID\_E.)
- Certificate of Organization (issued by GDRT<sup>5</sup>)
- Guam Business License
- Employer Identification Number<sup>1</sup> (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)<sup>2</sup>
- If managers/members are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign<sup>4</sup> LLC's doing business in Guam, also provide:**
  - o Certificate of Authority (issued by GDRT)
  - 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)<sup>3</sup>
- Partnership Agreement and any amendments
- Guam Business License
- Employer Identification Number<sup>1</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<sup>2</sup>
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign<sup>4</sup> General Partnerships doing business in Guam, also provide:**
  - o Registration of Partnership (file-marked by GDRT<sup>5</sup>)
  - 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)<sup>4</sup>

- Certification Regarding Beneficial Owners of Legal Entity Customers form (CMP-12\_E)<sup>3</sup>
- LP Agreement and any amendments
- Certificate of Limited Partnership (file-marked by the state or country in which it was formed)
- Guam Business License
- Employer Identification Number<sup>1</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<sup>2</sup>
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign<sup>4</sup> LP's or LLLP's doing business in Guam, also provide:**
  - Registration of Partnership (file-marked by GDRT<sup>5</sup>)
  - 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)<sup>3</sup>
- LLP Agreement and any amendments
- Registration of Limited Liability Partnership (file-marked by the state or country in which it was formed)
- Guam Business License
- Employer Identification Number<sup>1</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<sup>2</sup>
- If partners are companies, please provide Articles of Incorporation, Partnership Agreement, Articles of Organization, etc., as applicable, for all companies involved.
- For Foreign<sup>4</sup> LLP's doing business in Guam, also provide:**
  - Certificate of Foreign LLP (issued by GDRT<sup>5</sup>)
  - 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
  - the authorized signers
  - the purpose of the organization
- Certification of the meeting minutes (Please complete bank form BB-39 PID\_E, if applicable.)
- Guam Business License or Letter of Exemption, as applicable
- Social Security Number or Employer Identification Number<sup>1</sup>
- Request for Taxpayer Identification Number and Certification form (W-9)<sup>2</sup>

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

<sup>2</sup> Request for Taxpayer Identification Number and Certification form (W-9)

<sup>3</sup> 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

<sup>4</sup> An entity formed outside of Guam is identified as a "foreign" entity. An entity formed in Guam is identified as a "domestic" entity.

<sup>5</sup> Guam Department of Revenue and Taxation (GDRT)

<sup>6</sup> There is no statutory law authorizing the creation of a domestic LLLP in Guam