

Information needed to update an account

Personal Accounts

- Name change
 - New valid ID showing the new name
 - Court document or marriage certificate
- Address Change
 - New valid ID showing new address
 - Mail or statement with new address
- Adding a new person
 - Name
 - Date of birth
 - Physical address and proof
 - Mailing address
 - Tax ID Number
 - Valid Government Issued ID (i.e. driver's license, state identification card, military id, etc.)
 - Phone Number

Business Accounts / Club/Association Accounts

- Resolution or minutes noting the changes to made to the account and defining account accessibility
 - Samples can be found on our resource page
- Personal information for persons added to the account
 - Name
 - Date of birth
 - Physical address and proof
 - Mailing address
 - Tax ID Number
 - Valid Government Issued ID (i.e. driver's license, state identification card, military id, etc.)
 - Phone Number
- Updated Certificate of Beneficial Owners
 - Form found on our resource page
- Signatures may be required on a new Business Service Agreement part 1

Trust Accounts

- New Memorandum of Trust
- New EIN if applicable
- Personal Information for trustees
 - Name
 - Date of birth
 - Physical address and proof
 - Mailing address
 - Tax ID Number
 - Valid Government Issued ID (i.e. driver's license, state identification card, military id, etc.)
 - Phone Number