

## Orange for Business™

### Required Documents for New Account Opening

#### Non-Profit

After you have opened your account online, you must complete these documents and fax them to 1-866-487-7480 or email them to [bizdocs@ingdirect.com](mailto:bizdocs@ingdirect.com) to complete the account opening process.

- For your security, we recommend that you black out you're Business EIN/SSN or on any documents you are sending

#### Checklist:

1. Non-Profit Resolution
2. Proof of Existence Document (see below)
3. Voided Check with the Exact Business Name Preprinted

NOTE: Please indicate Type of Entity (Corporation or Unincorporated Association. ING Bank, fsb does not offer Non-Profit Trust Accounts).

One of the following will satisfy the Proof of Existence Document requirement for a **Non-Profit**:

- IRS Determination Letter
- Completed and signed IRS Form 1023
- Copy of Certificate of Good Standing. Also known as:
  - Certificate of Existence
  - Certificate of Status
- Copy of Articles of Incorporation. Also known as:
  - Certificate of Incorporation
  - Certificate of Formation
  - Charter
- Copy of Current Constitution or other governing document (Articles of Association, Declaration of Organization, etc)

To check the status of the forms, please login to your business account at [business.ingdirect.com](https://business.ingdirect.com).