

## Orange for Business™

### Required Documents for New Account Opening

#### Sole Proprietorship

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 your Business EIN/SSN on any documents you are sending

#### Checklist:

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

One of the following will satisfy the Proof of Existence Document requirement for a **Sole Proprietorship**:

- Copy of Current Business or Occupational License
- Copy of Current Tax Registration Certificate, Permit or Declaration for any State or Local Tax, for example:
  - Sales Tax
  - Use Tax
  - Excise Tax
  - Gross Receipts Tax
  - Documentary Stamp Tax
- Copy of Fictitious or Assumed Name Certificate. Also known as:
  - Trade Name Registration
  - DBA (Doing Business As) Registration
  - Fictitious Name Statement
  - Statement of Trade Name