



WHAT IS IT

A Corporation Account is a legal entity that is used to hold funds belonging to a corporation. The account is opened in the corporation's legal name. It allows a business to keep its finances separate from the personal finances of its owners.



WHAT TO BRING TO THE BANK

Bring the following documents to open a Corporation Account:

- ☐ Employer Identification Number (EIN) CP-575 letter issued by the IRS. Note: The EIN should match the legal name of the corporation as it is registered with the Secretary of State.
- ☐ Valid US or MA government-issued photo for each signer. Note: if you do not yet hold any other account at WSB, you will be required to bring an additional form of ID (such as a credit card, Social Security Card, or a Health Insurance Card)
- ☐ [Customer Information Form](#) and [Business Information Form](#) completed by all signers



WHO WILL NEED TO COME TO THE BANK

Various account documents will need to be signed by the appropriate parties at the Bank:

- ☐ Signature Card: All authorized signers
- ☐ Resolution: All authorized signers and Secretary/Clerk or Treasurer must certify
- ☐ Business Account Questionnaire: One authorized signer
- ☐ Beneficial Ownership: All parties that own 25% or more of the business must be listed and present a valid ID, even if they will not be signers on the account.
- ☐ Business Online Banking:
 - Application: Senior Administrator
 - Resolution: Clerk or Secretary
 - Agreement: Senior Administrator



TIPS

To expedite the account opening process:

- ☐ Call 617-928-9000 to schedule an appointment with a Personal Banker at a nearby [WSB branch location](#).
- ☐ Send copies of the required documents, such as the [Customer Information Form](#) and [Business Information Form](#), prior to the first appointment to: support@watertownsavings.com and include in your email the name of the Personal Banker you will be meeting with.

Take these extra steps to prepare your documents:

- ☐ The fastest way to get your Employer Identification Number (EIN) is to go to irs.gov and search for "EIN". **Remember: it is free. Save the CP-575 form.**

Be prepared to answer a New Business Account Questionnaire.

- ☐ Questions will address these areas: Business Description, Expected Types of Transactions (domestic/foreign deposits/withdrawals, volumes, cash/wires), Account Classification, Ownership Structure (identify anyone who owns 25% or more of the business), and Special Requirements.

Once your account is set up, you will be able to take advantage of Watertown Savings Bank's business services:

- ☐ Enroll in **WSB Business Online Banking** during your appointment with a Personal Banker to access your account through [watertownsavings.com](https://www.watertownsavings.com)
- ☐ Once you are enrolled in WSB Business Online, you will also be able to access your account on the **WSB Business Mobile Banking app** from [iOS Store](#) or [Google Play](#).

Thank you for your interest in opening a Corporation Account at Watertown Savings Bank.

Important: This guide provides general information only. Documentation requirements may vary based on the customer, account purpose, legal documents, and bank account-opening requirements.