

SOLE PROPRIETOR (WITH A DBA) ACCOUNT



WHAT IS IT

A Sole Proprietor (with a DBA) Account is owned by an individual. A DBA (“doing business as”), or business certificate, allows the individual to do business under a name different from the individual’s owner’s legal name.



WHAT TO BRING TO THE BANK

Bring the following documents to open a Sole Proprietor Account with a DBA:

- ☐ Valid US or MA government-issued photo identification 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)
- ☐ Business certificate (DBA)
- ☐ [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: Proprietor
- ☐ Business Account Questionnaire: Proprietor
- ☐ Business Online Banking:
 - Application: Senior Administrator
 - Resolution: Proprietor
 - 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 for your bank visit:

- ☐ If your business operates under any name different from its legal name, you need a **business certificate**. Visit mass.gov and search for “Business Certificate” to find more information and your city’s/town’s requirements.

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
- ☐ 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 Sole Proprietor 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.