



## Nonprofit Corporation Checklist for Your Bank Account

Thank you for choosing First Security Bank to provide your banking services.

**To expedite the opening of your account, please provide the following documentation and information:**

**Signed Articles of Incorporation/Bylaws** (filed with Montana Secretary of State) \*

**Signed meeting minutes designating current officers and titles** \*\*

Purpose of nonprofit corporation

Physical address of corporation

**EIN** (employer identification number) assigned by the IRS

**IRS Notice** that grants nonprofit status

Birthdate, Social Security Number, physical address, and copy of ID for all signers on account

**First Security Bank will verify the current registration of the corporate name with the Montana Secretary of State.** Filing forms are available at [sos.mt.gov](https://sos.mt.gov) under Business Services/Forms.

**\*Note:** *Meeting minutes are not a replacement for 'articles' when establishing a **new nonprofit account** with First Security Bank.*

**\*\*Note:** *Unless specified in the Articles of Incorporation or Bylaws, First Security Bank will request all corporate officers sign the signature card/business resolution. Titles such as "Registered Agent" or "Incorporator" pertain to the creation of an entity and do not grant or imply authorization to conduct banking transactions such as opening an account.*

***If you have any questions about the requested information,*** please contact a First Security Bank Account Specialist at one of our convenient locations:

**Bozeman**

208 E. Main Street  
(406) 585-3800  
(800) 555-3800

642 Cottonwood Road  
(406) 556-6100

670 South 19<sup>th</sup>  
(406) 585-3900

**Big Sky**

78 Meadow Village Drive  
(406) 993-3350

**Fort Benton**

1502 Main Street  
(406) 622-2000  
(800) 764-7379

**Vaughn**

390 Post Avenue  
(406)965-3074  
(888)311-2531

**Belgrade**

511 West Main  
(406) 388-3700  
(888) 388-3702

**Three Forks**

320 South Main  
(406) 285-3291

**West Yellowstone**

106 South Electric  
(406) 646-7646

**Choteau**

201 North Main  
(406)466-5743  
(888)311-2531

**Fairfield**

321 Central Avenue  
(406)467-2531  
(888)311-2531

[www.ourbank.com](http://www.ourbank.com)

**Member FDIC**