

## How to Open a Business Account

Opening an Einstein Business Account is a quick and easy process.

### Step 1 - Getting started

Please take a few moments to complete the Business Account Application form.

We ask for information about your Beneficial Owner(s). A Beneficial Owner is a person with an equity (ownership) interest in your business. You are only required to provide the details of owners with 25% or more equity ownership and each person must complete a **Beneficial Owner Form**. For Partnerships, Corporations and Unincorporated Associations, we ask you provide the names and titles of Signing Officers or Authorized Signatories.

An individual with Signing Authority is authorized by the company to perform certain functions, such as withdrawals, transfers, and payments, on behalf of the company. Signing Officers of Unincorporated Associations are asked to provide their title along with their current occupation. Any individuals that you wish to have authorization on your Einstein account, but are not Beneficial Owners, must complete Section 4 of the **Business Account Application Form** and an **Authorized Person Form**.

### Step 2 - Preparing your Documents

In order to ensure that your verification process is quick and easy, all Beneficial Owners and/or Signing Officer(s) for the business should review the application form and the verification requirements listed on the following page. We need these items to identify the entity, for security, and to comply with Canadian Law.

Finally, each Beneficial Owner with over 25% and Signing Officer(s) must include the back and front of two pieces of unexpired identification, such as a driver's licence, health card, passport, credit card, or bank card. Additionally, they must provide an original (no scans or pictures) and recent (within the last three months) utility bill or financial statement that features their name and address. These documents must be the directly downloaded PDF. from the issuer's website, such as an eStatement or eBill. We require these documents to confirm their identity and satisfy Canadian FINTRAC verification requirements.

If you require assistance, please call our support line at [1-877-787-6885](tel:1-877-787-6885)

Thank you,

Einstein Team

## Business Account Required Documents

\*Further documentation may be required upon request

Business Structure	Required Documents
Partnership	<ul style="list-style-type: none"> <li>• A copy of your original partnership registration (or partnership agreement where provincial law does not require registration)</li> </ul>
Corporation	<ul style="list-style-type: none"> <li>• A copy of the Certificate or Articles of Incorporation</li> </ul> <p>AND, a copy of one document published by the federal or provincial/territorial government and dated within the last 12 months. This document must feature the corporation's name, corporate address, and the name(s) of the director(s). These documents may include:</p> <ul style="list-style-type: none"> <li>• Proof of Filing</li> <li>• Company's Annual Report for past fiscal year</li> <li>• Notice of Articles</li> <li>• Corporate file registry search document</li> <li>• Company's most recent Notice of Assessment</li> <li>• Transition Application</li> <li>• Current business license or vendor permits</li> </ul>
Unincorporated Association	<ul style="list-style-type: none"> <li>• A copy of the Association's original constitution and bylaws</li> </ul>