



5-Step Business Bank Account Setup Checklist

1. Choose the Right Business Entity

LLC, S-Corp, or Sole Proprietor? Your structure impacts taxes and how your account is set up.

2. Get Your EIN (Employer Identification Number)

Apply for free at IRS.gov - this is like your business's Social Security Number.

3. Select a Business-Friendly Bank

Look for no fees, integrations with your bookkeeping software, and strong customer service.

4. Bring Required Documents

You'll typically need: EIN confirmation letter, Articles of Organization, and Operating Agreement.

5. Set Up Clear Expense Categories

Use your account only for business and categorize transactions. Consider using QuickBooks, Wave, or Zoho Books.

Bonus Tips:

- *Open a separate business savings account for taxes.*
- *Set up automatic transfers for recurring expenses.*
- *Download our recommended tools list at MyLedgerSource.com.*