

# **Business Banking 101:**

## **A Guide for LLC Owners**

Opening and maintaining a dedicated business bank account is one of the most important steps you can take as an LLC owner. It separates your personal and business finances, protects your liability shield, and helps you operate with clarity and professionalism.

### **Why You Need a Business Bank Account**

- Keeps your personal and business finances separate (critical for LLC protection).
- Helps you build business credit and qualify for funding.
- Makes tax season easier with clean records.
- Demonstrates legitimacy to clients and vendors.

### **Documents You'll Need**

- EIN Confirmation Letter from the IRS.
- Filed Articles of Organization.
- Operating Agreement (especially for multi-member LLCs).
- Valid government-issued ID.

### **What to Look for in a Business Bank**

- No (or low) monthly fees and transaction limits.
- Online and mobile banking features.
- Strong reputation and good customer service.
- Intro offers for new businesses (like bonuses or fee waivers).
- Local banks or credit unions may offer more flexibility.

### **What to Avoid**

- Using your personal bank account for business transactions.
- Mixing personal and business funds.
- Depositing checks written to your LLC into a personal account.

### **Steps to Open Your Business Bank Account**

1. Choose a bank that fits your needs.
2. Gather your required documents (EIN, Articles, Operating Agreement, ID).
3. Visit a branch or apply online.
4. Deposit initial funds (if required).
5. Set up online banking and download the mobile app.
6. Begin using only your business account for business income and expenses.

### **Recordkeeping Tips**

- Use accounting software or spreadsheets to track all income and expenses.
- Reconcile your business account monthly.
- Save receipts and invoices in organized folders (physical or digital).

### **Closing Thoughts**

A business bank account is more than a formality — it's the financial foundation of your LLC. Set it up early and use it consistently to maintain your liability protection and build your financial credibility.