



Corporation / Partnership Application Packet

Thank you for choosing Hilton Check Cashing as your commercial check cashing provider. We will strive to make your experience with us courteous and efficient and will go the extra step to cash your check.

The New York State Department of Financial Services requires that we gather certain information from our customers. This information is completely confidential and is only available for inspection by the NYS Dept. of Financial Services

Please complete all information in this packet and notarize as needed.

When complete please fax to (516) 908-4789

NOTE: ONLY ALL complete list of documents and completely filled out application will be accepted.

Thank you!

Corporation / Partnership APPLICATION FOR COMMERCIAL CHECK CASHING ACCOUNT

Name of Company: _____

Form of organization (check one) ☐ Corporation ☒ Limited Liability Company
☐ Partnership

Address: _____

City, State, Zip: _____

Name of Contact Person:

Office Phone: _____ Fax Phone: _____

Cell Phone: _____ Home Phone: _____

Bank Name:

Bank Account Number: _____

Bank Account Officer: _____ Phone: _____

Type of Business:

Reason check cashing Services needed

Estimated monthly dollar amount of checks to be cashed: \$

Please provide the following information with this application:

1. Executed Resolution Granting Authority to Cash Company Checks (attached) PAGE 3
2. Appropriate Affidavit authorizing individual to cash checks made in the company name. The affidavit must be signed by the corporate officers and / or shareholders (attached)
3. **As Appropriate** - By-Laws, Operating Agreement, Partnership Agreement or equivalent.
4. **As appropriate** - New York State Division of Corporation Certificate of Incorporation and State Records Receipt. Articles of Organization, Certificate of Registration or equivalent.
5. Internal Revenue Service letter assigning the Entity an EIN.

The undersigned, on behalf of the above-named company (_____) hereby requests a commercial check cashing account with Hilton Check Cashing. The account will be used for the above purposes only and will not be used to avoid or circumvent any financial reporting requirements, conceal the nature or volume of business being conducted by the Company or for any illegal purposes of any kind.

The undersigned attests that the information provided herein is true and accurate, and hereby authorizes Hilton Check Cashing to conduct any reasonable background investigations or credit inquiries, contact bank account officer, provided herein, or take any other steps it deems necessary in order to satisfy itself that the Company qualifies for a Commercial Check Cashing Profile.

Signature: _____ Date: _____

Print Name: _____ Title _____

Affix Corporate Seal

AFFIDAVIT VERIFYING CORPORATE SIGNING AUTHORITY

I, _____ (Name) _____ (title)
of _____ (Company).

MAKE OATH AND SAY:

1. That I am an officer or director of _____ (Company), name in the
within or annexed instrument.
2. I am authorized by the Corporation to execute the instrument without affixing a corporate seal.
3. I hereby authorize _____ as a person authorized to negotiate any
check on behalf of _____ (Company).

SWORN BEFORE ME at the City of _____ in the _____ of _____,
this ____ day of _____, _____.

Signature

A Commissioner for Oaths in and for _____

REQUIRED DOCUMENTS:

For the Cashing of Commercial checks

- 1. Drivers License of owner of the company and ID for person authorized to cash the checks on company's behalf.**
- 2. A CORPORATE DOCUMENT SHOWING OWNER'S NAME, BUSINESS NAME AND ADDRESS.**

Examples:

- a. Tax return
 - b. K-1 form
 - c. SS-4 federal form
- 3. Certificate of Incorporation (if a corporation)**
 - a. or certificate of Formation (if LLC or limited partnership)
 - b. or certificate of fictitious name (if a partnership)
- 4. Letterhead from the company identifying each individual authorized to cash checks made payable to the business and the largest authorized amount to be cashed.**
- 5. Copy of Corporate filing receipt.**
- 6. Federal EIN: (copies)**
 1. Certificate of authority
 2. Tax return showing company EIN#.