|  |
| --- |
| **Business Account Documentation Checklist**\*EIN – Employer Identification Number. IF an EIN is used, copy of IRS letter is required |
| **Sole Proprietorship**  |  |  |
| [ ]  **Business Lic, Trade or Fictitious Name Certificate** needed if surname is not in the name of the business[ ]  **EIN or 1st Page of Tax Return, or SSN#** |  |  |
| **Beneficial Owners** |
| The Beneficial Owners do not need to be present during account opening; however, a legible photocopy of their ID along with the below information will be required before the account will be opened: |
| [ ]  Full Name |  | [ ]  Social Security Number |
| [ ]  Date of Birth |  | [ ]  US Residents – US Government Issue ID (State ID, DL, etc.) or |
| [ ]  Address  |  | [ ]  US Passport |
|  |  |  |
| **General Partnership** |  | **Corporation – Profit or Not for Profit** |
| [ ] **Partnership Agreement (Secretary of State)*** Business Name
* Name of Partners and their authority
* Recorded by the State

[ ]  **Trade Name Certificate*** Required if transactions will be done in a name different than what is listed on the Partnership Agreement

[ ]  **EIN- Copy of IRS letter or 1st Page of Tax Return** |  | [ ]  **Articles of Incorporation*** Recorded by AZ Corp Commission
* Documents Officers and their authority and the Statutory Agent

[ ]  **By-laws or Board Resolution** indicating who can open accounts at financial institutions, authorized signers, who can endorse and write checks, must be dated.[ ]  Board Meeting Minutes, if above documents are not clear[ ]  **EIN- Copy of IRS letter or 1st Page of Tax Return**[ ]  **Not for Profit Only (if applicable)*** IRS Tax Exemption Ruling under IRC 501c3 **or**
* Notarized Statement on letterhead stating the Organization is Exempt from tax reporting under IRC 501c3
 |
| **Limited Liability Company (LLC)** |  | **Limited Liability Partnership (LLP) or Limited Partnership (LP)** |
| [ ] **Articles of Organization*** Recorded by AZ Corp Commission

[ ] **Operating Agreement*** Listing all members, managers, and their authority

[ ]  **EIN- Copy of IRS letter or 1st Page of Tax Return**[ ]  **Trade Name Certificate*** Required if transactions will be done in a name different than what is listed on the Articles of Organization
 |  | [ ] **Limited Partnership Agreement*** Business Name
* Name of Partners and their authority
* Recorded by the State

[ ]  **Statement of Qualification**[ ]  **Trade Name Certificate*** Required if transactions will be done in a name different than what is listed on the Limited Partnership Agreement

[ ]  **EIN- Copy of IRS letter or 1st Page of Tax Return** |
|  |  |  |
| **Association/Organization (Non & Not For Profit)** |  | **Clubs/Associations(Unincorporated Organizations & Associations)** |
| [ ] **Articles of Organization*** Recorded by AZ Corp Commission
* Listing all members

**[ ]  EIN- Copy of IRS letter or 1st Page of Tax Return**[ ]  **Not for Profit Only*** IRS Tax Exemption Ruling under IRC 501C
* Notarized Statement on letterhead stating the Organization is Exempt from tax reporting under IRC 501c
 |  | [ ] **Letter or meeting minutes on organization’s letterhead** containing official name of organization, address, telephone contact information for officers of organization, and authorized signer to be on account[ ]  **By-Laws, if applicable**[ ]  **EIN- Copy of IRS letter or 1st Page of Tax Return**[ ]  **Official Recognition Document*** Stating use of formal name is allowed (if applicable)
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