|  |  |  |
| --- | --- | --- |
| **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**  **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 (if applicable)**   * 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 (if applicable)**   * Listing all members, managers, and their authority   **EIN- Copy of IRS letter or 1st Page of Tax Return**  **Trade Name Certificate (if applicable)**   * 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 (if applicable)**   * 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) |