

## Business Account Documentation Checklist

\*EIN – Employer Identification Number. IF an EIN is used, copy of IRS letter is required

### Sole Proprietorship

Business Lic, Trade, DBA or Fictitious Name Certificate – If Applicable

EIN – Copy of IRS Letter or 1<sup>st</sup> 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

Date of Birth

Address

Social Security Number

US Residents – US Government Issue ID (State ID, DL, etc.) or

US Passport

### General Partnership

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 1<sup>st</sup> Page of Tax Return

### Corporation – Profit or Not for Profit

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 1<sup>st</sup> 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)

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 1<sup>st</sup> 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 Liability Partnership (LLP) or Limited Partnership

(LP)

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 1<sup>st</sup> Page of Tax Return

### Association/Organization (Non & Not For Profit)

Articles of Organization

- Recorded by AZ Corp Commission
- Listing all members

Meeting Minutes or Letter of Authorization

EIN - Copy of IRS letter or 1<sup>st</sup> 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

### Clubs/Associations(Unincorporated Organizations & Associations)

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 1<sup>st</sup> Page of Tax Return

Official Recognition Document

- Stating use of formal name is allowed (if applicable)