

Documents Required for Business Accounts



Business Type	Document Requirements
Sole Proprietor (County Filing)	<ul style="list-style-type: none"> -Assumed Name Certificate -SSN or EIN -Signature Card - Proper ID and Social Security Numbers for all account signers -Sole Proprietor Resolution
Partnership (County Filing)	<ul style="list-style-type: none"> -Assumed Name Certificate -EIN -Signature Card - Proper ID and Social Security Numbers for all account signers -Partnership Agreement -Partnership Resolution
Limited Partnership (SOS Filing)	<ul style="list-style-type: none"> -Certificate of LP -EIN -Identification of General Partner -Signature Card - Proper ID and Social Security Numbers for all account signers -Partnership Agreement -Partnership Resolution
Limited Liability Partnership (SOS Filing)	<ul style="list-style-type: none"> -Registration of LLP -EIN -Identification of Partner(s) -Signature Card - Proper ID and Social Security Numbers for all account signers -Partnership Agreement -Partnership Resolution
Limited Liability Company (SOS Filing)	<ul style="list-style-type: none"> -Certificate of LLC (pre 2006 formation) OR Certificate of Formation of LLC (post 1/1/2006 formation) -EIN -Identification of Managing Managers or Members -Signature Card - Proper ID and Social Security Numbers for all account signers -Operating Agreement -LLC Resolution -Certificate of Good Standing
Corporation For-Profit	<ul style="list-style-type: none"> -Certificate of Incorporation (pre 2006 formation) OR Certificate of Formation of For-Profit Corporation (post 1/1/2006 formation) -EIN -Identification of Corporate Secretary -Signature Card - Proper ID and Social Security Numbers for all account signers -Corporate Resolution -Certificate of Good Standing
Corporation Non-Profit	<ul style="list-style-type: none"> -Certificate of Incorporation (pre 2006 formation) OR Certificate of Formation of Non-Profit Corporation (post 1/1/2006 formation) -EIN -Identification of Corporate Secretary -Signature Card - Proper ID and Social Security Numbers for all account signers -Corporate Resolution (Check the Non-Profit box at the bottom of page 1.)
Other Organizations and Associations	<ul style="list-style-type: none"> -Bylaws or Charter for Association (required for churches unless it is incorporated - if incorporated, see Corporation) -Minutes - reflecting elected authorized signers or a letter signed by the President on letterhead authorizing the establishment of the account and respective signers. -Tax Identification Number (EIN) for the association issued by the IRS (NO SSNs) -Signature Card - Proper ID and Social Security Numbers for all account signers -Resolution of Lodge, Association or other similar organization. (If non-profit, check the Non-Profit box at the bottom of page 1.)