

Business Record Requirements

The list includes but not limited to the documents presented below. We may ask you to provide additional business documents depending on your business type and specifications.

1. Corporation

- Articles of incorporation
- Proof of EIN (IRS letter with EIN assignment or first page of most recent tax return)
- Operating agreement (if applicable)
- Management agreement (if applicable)
- Proof of non-profit status (if applicable)
- Certificate of assumed name (if applicable)

2. Limited Liability Company (LLC)

- Articles of organization
- Proof of EIN (IRS letter with EIN assignment or first page of most recent tax return)
- Operating agreement (if applicable)
- Management agreement (if applicable)
- Proof of non-profit status (if applicable)
- Certificate of assumed name (if applicable)

3. Partnership

- Partnership agreement
- Proof of EIN (IRS letter with EIN assignment or first page of most recent tax return)
- Partnership filing with the state by authorized partner
- Certificate of assumed name (if applicable)

4. Sole Proprietorship

- Certification of assumed name unless personal name and social used for business (if applicable)
- Proof of EIN (IRS letter with EIN assignment or first page of most recent tax return) (if applicable)

5. Unincorporated Association

- Proof of EIN (IRS letter with EIN assignment or first page of most recent tax return)
- Proof of non-profit status (if applicable)
- Recent minutes of meeting that indicates current association officers and designating signers for the bank account
- By-Laws (if applicable)
- Management agreement (if applicable)