



# Documents Required for Business Accounts

BUSINESS TYPE	DOCUMENT REQUIREMENTS
<b>ALL ACCOUNTS</b>	<ul style="list-style-type: none"> <li>• Signature Card - Proper ID &amp; Social Security Numbers for all account signers</li> <li>• Authorization Designation (Previously Resolution documents)</li> <li>• Business Account Questionnaire</li> <li>• Beneficial Owners Certification (<i>not needed for Sole Proprietor</i>)</li> <li>• (United Texas at account opening: Chex review for all account signers if not current members)</li> </ul>
<b>Sole Proprietor</b>  (County Filing)	<ul style="list-style-type: none"> <li>• Assumed Name Certificate</li> <li>• SSN or EIN (Letter from IRS)</li> </ul>
<b>Partnership</b>  (County Filing)	<ul style="list-style-type: none"> <li>• Assumed Name Certificate</li> <li>• EIN (Letter from IRS)</li> <li>• Partnership Agreement</li> </ul>
<b>Limited Partnership</b>  (SOS Filing)	<ul style="list-style-type: none"> <li>• Certificate of LP</li> <li>• EIN (Letter from IRS)</li> <li>• Identification of General Partner</li> <li>• Partnership Agreement</li> </ul>
<b>Limited Liability Partnership</b>  (SOS Filing)	<ul style="list-style-type: none"> <li>• Registration of LLP</li> <li>• EIN (Letter from IRS)</li> <li>• Identification of Partner(s)</li> <li>• Partnership Agreement</li> <li>• Comptroller Franchise Tax Account Status = "ACTIVE"</li> </ul>
<b>Limited Liability Company</b>  (SOS Filing)	<ul style="list-style-type: none"> <li>• Certificate of LLC (pre 2006 formation) <b>OR</b> Certificate of Formation of LLC (post 1/1/2006 formation)</li> <li>• EIN (Letter from IRS)</li> <li>• Identification of Managing Managers or Members</li> <li>• Operating Agreement or Company Agreement</li> <li>• Comptroller Franchise Tax Account Status = "ACTIVE"</li> </ul>
<b>For-Profit Corporation</b>  (SOS Filing)	<ul style="list-style-type: none"> <li>• Certificate of Incorporation (pre 2006 formation) <b>OR</b> Certificate of Formation of For-Profit Corporation (post 1/1/2006 formation)</li> <li>• EIN (Letter from IRS)</li> <li>• Identification of Corporate Secretary</li> <li>• By-Laws</li> <li>• Comptroller Franchise Tax Account Status = "ACTIVE"</li> </ul>
<b>Non-Profit Corporation</b>  (SOS Filing)	<ul style="list-style-type: none"> <li>• Certificate of Incorporation (pre 2006 formation) <b>OR</b> Certificate of Formation of Non-Profit Corporation (post 1/1/2006 formation)</li> <li>• EIN (Letter from IRS)</li> <li>• Identification of Corporate Secretary</li> <li>• By-Laws</li> </ul>
<b>Other Organizations and Associations</b>	<ul style="list-style-type: none"> <li>• Bylaws or Charter for Association (required for churches unless it is incorporated - if incorporated, see Corporation)</li> <li>• Minutes - reflecting elected authorized signers or a letter signed by the President on letterhead authorizing the establishment of the account and respective signers</li> <li>• Tax Identification Number (EIN) for the association (Letter from IRS - NO SSNs)</li> </ul>