



Documents Required for Business Accounts

BUSINESS TYPE	DOCUMENT REQUIREMENTS
ALL ACCOUNTS	<ul style="list-style-type: none"> • Signature Card - Proper ID & Social Security Numbers for all account signers • Authorization Designation (Resolution documents) • Business Account Questionnaire • Beneficial Owners Certification - ID information & Social Security Numbers for all beneficial owners (25% or more ownership directly or indirectly) and controlling manager/officer. <i>(Not needed for Sole Proprietor.)</i> • (United Texas at account opening: Chex review for all account signers if not current members)
Sole Proprietor (County Filing)	<ul style="list-style-type: none"> • Assumed Name Certificate • SSN or EIN (Letter from IRS)
Partnership (County Filing)	<ul style="list-style-type: none"> • Assumed Name Certificate • EIN (Letter from IRS) • Partnership Agreement
Limited Partnership (SOS Filing)	<ul style="list-style-type: none"> • Certificate of Formation of Limited Partnership • EIN (Letter from IRS) • Identification of General Partner • Partnership Agreement
Limited Liability Partnership (SOS Filing)	<ul style="list-style-type: none"> • Registration of LLP • EIN (Letter from IRS) • Partnership Agreement • Comptroller Franchise Tax Account Status = "ACTIVE"
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 (Letter from IRS) • Operating Agreement or Company Agreement (If available) • Comptroller Franchise Tax Account Status = "ACTIVE"
For-Profit Corporation (SOS Filing)	<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 (Letter from IRS) • By-Laws • Comptroller Franchise Tax Account Status = "ACTIVE"
Non-Profit Corporation (SOS Filing)	<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 (Letter from IRS) • By-Laws
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 (Letter from IRS - NO SSNs)