

BUSINESS TYPE	REQUIRED DOCUMENTATION
Sole Proprietorship Doing Business As (DBA)	<ul style="list-style-type: none"> • SS4 form (if using EIN) • Certificate of Assumed Name (if business owner's full name is not part of the business name)
Partnership*: General	<ul style="list-style-type: none"> • SS4 for EIN • Certificate of Assumed Name may be required depending on state and local requirements
Partnership*: Limited (LP) Limited Liability (LLP)	<ul style="list-style-type: none"> • SS4 for EIN • Partnership filed with the Secretary of State • Certificate showing active and in good standing with the Secretary of State • Limited Liability Only: <ul style="list-style-type: none"> • Partnership Agreement identifying all partners
Limited Liability Company (LLC)* Sole Member Multiple Member	<ul style="list-style-type: none"> • SS4 for EIN (unless using the Sole Member's SSN for tax reporting) • Articles of Organization filed with the Secretary of State • Certificate showing active and in good standing with the Secretary of State • LLC business with multiple member's will be asked to present an Operating Agreement
Corporation*	<ul style="list-style-type: none"> • SS4 for EIN • Articles of Incorporation filed with the Secretary of State • Certificate showing active and in good standing with the Secretary of State
Non-Profit Organization or Unincorporated Association	<ul style="list-style-type: none"> • SS4 for EIN • By-Laws, Charter, Constitution, etc. • Organizational Chart OR Meeting Minutes showing governing members and the authorized persons on the account
Recreation or Club Account*	<ul style="list-style-type: none"> • SS4 for EIN • Meeting Minutes showing governing members & the authorized persons on the account
Political Campaigns	<ul style="list-style-type: none"> • Committee to Elect (group supporting a candidate) <ul style="list-style-type: none"> • SS4 for EIN • Proof of Filing for Candidacy • City, County or Local Candidate opening for themselves do not need any additional documentation

*Select Employment Group request letter required. Please ask an Account Service Representative for more details or for a copy of the letter. More items may be needed depending on your exact business structure.