

REQUIRED DOCUMENTATION FOR BUSINESS ACCOUNTS

BUSINESS TYPE	REQUIRED DOCUMENTATION
Sole Proprietorship Doing Business As (DBA)	<ul style="list-style-type: none"> • Certificate of assumed name, if not using full name in business name • SS4 form, if using EIN
Partnership*: General	<ul style="list-style-type: none"> • Certificate of assume name, registered with local county clerk or recorder's office • SS4 for EIN
Partnership*: Limited (LP) Limited Liability (LLP)	<ul style="list-style-type: none"> • SS4 for EIN • Partnership agreement • Business Entity Report showing proof the entity is "Active" with the Secretary of State in which it operates
Corporation*	<ul style="list-style-type: none"> • Corporate Resolution/Articles of Incorporation • Business Entity Report showing proof the entity is "Active" with the Secretary of State in which it operates • Bylaws, if applicable • Certificate of Assumed Name registered with Secretary of State, if applicable
Limited Liability Company (LLC)*	<ul style="list-style-type: none"> • Business Entity Report showing proof the entity is "Active" with the Secretary of State in which it operates • SS4 for EIN • Operating Agreement
Sole Member LLC	<ul style="list-style-type: none"> • Business Entity Report showing proof the entity is "Active" with the Secretary of State in which it operates • SS4 form, if using EIN
Unincorporated Association or Organization (Religious, Charitable, or Educational)*	<ul style="list-style-type: none"> • Bylaws/Charter/Constitution • Organizational chart and/or meeting minutes stating governing members and authorized signers on accounts • SS4 for EIN
Recreation or Club Account*	<ul style="list-style-type: none"> • Meeting Minutes stating who will be authorized signer(s) on the accounts • SS4 for EIN

*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.