



# Business Accounts and Requirements

Effective October 1, 2022

Business Type	Identification	Required Documents
<b>DBA/ Sole Proprietorship</b>	<ul style="list-style-type: none"> <li>▶ Appropriate Identification and SSN for all authorized signers</li> <li>▶ SSN/EIN for the business</li> </ul>	<ul style="list-style-type: none"> <li>▶ Trade Name Certificate <b>OR</b> Business License reflecting the Business Name (<b>if requesting DBA</b>)</li> </ul>
<b>Limited Liability Company (LLC) or Professional Limited Liability Company (PLLC)</b>	<ul style="list-style-type: none"> <li>▶ Appropriate Identification and SSN for all authorized signers</li> <li>▶ SSN/EIN for the business</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>Articles of Organization</b></li> <li>▶ Trade Name Certificate <b>OR</b> Business License reflecting the Business Name (<b>if requesting DBA</b>)</li> <li>▶ <b>Signature of all LLC Members and/or Managers</b></li> </ul>
<b>Partnerships</b>	<ul style="list-style-type: none"> <li>▶ Appropriate Identification and SSN for all authorized signers</li> <li>▶ EIN for the business</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>Partnership Agreement</b></li> <li>▶ Trade Name Certificate <b>OR</b> Business License reflecting the Business Name (<b>if requesting DBA</b>)</li> <li>▶ <b>Signature of all General Partners</b></li> </ul>
<b>CORPORATIONS: For Profit</b>	<ul style="list-style-type: none"> <li>▶ Appropriate Identification and SSN for all authorized signers</li> <li>▶ EIN for the business</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>Articles of Incorporation</b></li> <li>▶ Trade Name Certificate <b>OR</b> Business License reflecting the Business Name (<b>if requesting DBA</b>)</li> <li>▶ <b>Signature of Corporate Officers</b> for Authorization Designation</li> </ul>
<b>CORPORATIONS: Non-Profit</b>	<ul style="list-style-type: none"> <li>▶ Appropriate Identification and SSN for all authorized signers</li> <li>▶ EIN for the business</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>Articles of Incorporation stating non-profit status</b></li> <li>▶ Trade Name Certificate <b>OR</b> Business License reflecting the Business Name (<b>if requesting DBA</b>)</li> <li>▶ <b>Signature of Corporate Officers</b> for Authorization Designation</li> </ul>
<b>Club/Associations</b>	<ul style="list-style-type: none"> <li>▶ Appropriate Identification and SSN for all authorized signers</li> <li>▶ EIN for the business</li> </ul>	<ul style="list-style-type: none"> <li>▶ <b>Letter or meeting minutes on organization's letterhead</b> containing official name of organization and authorized signers to be on account</li> <li>▶ Trade Name Certificate <b>OR</b> Business License reflecting the Business Name</li> <li>▶ <b>Official Recognition Document</b> for National type organizations</li> </ul>