

Business Filings/Documentation Check List

Corporation

- EIN Verification Letter
- Meeting Minutes
- Bylaws (If Applicable)
- List of Shareholders (If Applicable)
- Resolution
- Articles of Incorporation
- One Primary ID for each authorized signer (See Individual requirements above)
- One Primary ID for each Beneficial Owner and Control Person (Copies are acceptable)
- State Level Assumed Name Certificate (if applicable)

Sole Proprietor

- One Primary ID on the sole owner(s) & authorized signers (See Individual requirements above)
- Assumed Name Certificate (If applicable)
- EIN Verification Letter (If applicable)

Organization/Club/Association

- EIN Verification Letter
- Meeting Minutes
- Resolution
- Meeting Minutes or letter of authorization
- One Primary ID for each authorized signer

LLC

- EIN Verification Letter (If applicable)
- Operating Agreement (If applicable)
- Articles of Organization
- Meeting Minutes
- Resolution
- One Primary ID for each authorized signer
- One Primary ID for each Beneficial Owner and Control Person (Copies are acceptable)

Formal Non-Profit Corporation

- EIN Verification Letter
- Charter or By-laws (If Applicable)
- Meeting Minutes or letter of authorization
- Resolution
- One Primary ID for each authorized signer
- One Primary ID for the Control Person

Public Fund

- Primary ID Requirement for Personal Representative