

Business Account Documentation

- Employer Identification Number (EIN) is required for all business entities except for Sole Proprietor and Single Member LLC's that are using their social security number
- **Corporation:** Articles of Incorporation OR Certificate of Incorporation. Bylaws OR a Resolution authorizing establishment of account and designating authority for authorized signers, executed by the appropriate officer of the entity to certify it is an official act (e.g. Corporate Secretary)
- **Partnership, including Limited Partnership:** Partnership Agreement
- **Limited Liability Company:** Certificate of Formation and Operating Agreement
 - **Note:** For single member LLCs, only the Certificate of Formation is required.
- **Sole Proprietor:** Trade Name Certificate
- **Condo Associations:** By-laws, Master Deed, and Current List of Officers; including name, title, address/phone number
- **Non Profit/Community:** Current list of officers; including name, title, address/phone number