

BUSINESS ACCOUNTS - GUIDELINES & REQUIRED DOCUMENTS

Type	Tax ID Number	Required Documents
Sole Proprietorship	SSN or EIN of the Business Name	<ul style="list-style-type: none"> Assumed Name Certificate (DBA) filed in the County where business is located (if applicable) <u>Must be 90 days old</u>, exceptions may be made on a case by case basis or for existing members.
General Partnership	EIN of Partnership or SSNs of Partners	<ul style="list-style-type: none"> Assumed Name Certificate (DBA) filed in the County where business is located (if applicable) <u>Must be 90 days old</u>
Limited Partnership Or Limited Liability Partnership (LLP) Or Limited Liability Limited Partnership (LLLP)	EIN of Partnership	<ul style="list-style-type: none"> Certificate of Filing Certificate of Formation Assumed Name Certificate (DBA) filed in the County where business is located (if applicable) <u>Must be 90 days old</u>
Corporation	EIN of Corporation	<ul style="list-style-type: none"> Certificate of Filing Certificate of Formation or Articles of Incorporation Assumed Name Certificate (DBA) filed in the County where business is located (if applicable) <u>Must be 90 days old</u>
Limited Liability Company (LLC)	EIN of LLC	<ul style="list-style-type: none"> Certificate of Filing Certificate of Formation or Articles of Organization Assumed Name Certificate (DBA) filed in the County where business is located (if applicable) <u>Must be 90 days old</u>
Club/Organization	EIN of Club	<ul style="list-style-type: none"> Minutes from most recent meeting to include list of officers
Non-Profit Corporation	EIN of Corporation	<ul style="list-style-type: none"> Same documents required for Corporation Additionally: Certificate of Formation must reflect 3 directors, and the By-Laws or Meeting Minutes must reflect one President and one Secretary (which cannot be the same person).

For business entities operating in Texas organized in another state, documentation from both states are required; Business documents from the state the business is organized in, and the Texas Secretary of State Foreign Entity Registration with Certificate of Filing.