

## Business Accounts - Guidelines & Required Documents

Type	Tax ID Number	Required Documents
<b>Sole Proprietorship</b>	SSN or EIN of the Business Name	<ul style="list-style-type: none"> <li>Assumed Name Certificate (DBA) filed in the County where business is located <b>Must be 90 Days old</b>, (if applicable) Exceptions will be made on existing members, or on a case by case basis.</li> </ul>
<b>General Partnership</b>	EIN of Partnership or SSNs of Partners	<ul style="list-style-type: none"> <li>General Partnership Agreement (if any)</li> <li>Assumed Name Certificate (DBA) filed in the County where business is located <b>Must be 90 Days old</b>, (if applicable)</li> </ul>
<b>Limited Partnership</b>	EIN of Partnership	<ul style="list-style-type: none"> <li>Certificate of Filing</li> <li>Certificate of Formation</li> <li>Limited Partnership Agreement; and, meeting minutes or resolution</li> <li>Assumed Name Certificate (DBA) filed with state <b>and</b> in the County where business is located (if applicable)</li> <li>General Partner documents (if applicable)</li> </ul>
<b>Limited Liability Partnership (LLP) Or Limited Liability Limited Partnership (LLLP)</b>	EIN of Partnership	<ul style="list-style-type: none"> <li>Registration of a Limited Liability Partnership filed with Texas Secretary of State; <b>or</b>, Certificate of Filing</li> <li>All underlying LP <b>or</b> GP documents also required (shown below)</li> </ul>
		<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;"> <ul style="list-style-type: none"> <li>Certificate of Filing for LP</li> <li>Certificate of Formation</li> <li>Limited Partnership Agreement; and, meeting minutes <b>or</b> resolution</li> <li>Assumed Name Certificate (DBA) filed with state <b>and</b> County where business is located (if applicable)</li> </ul> </td> <td style="width: 50%;"> <ul style="list-style-type: none"> <li>General Partnership Agreement (if any) – no State filing is required</li> <li>Assumed Name Certificate (DBA) filed with state <b>and</b> in the County where business is located (if applicable)</li> </ul> </td> </tr> </table>
<ul style="list-style-type: none"> <li>Certificate of Filing for LP</li> <li>Certificate of Formation</li> <li>Limited Partnership Agreement; and, meeting minutes <b>or</b> resolution</li> <li>Assumed Name Certificate (DBA) filed with state <b>and</b> County where business is located (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>General Partnership Agreement (if any) – no State filing is required</li> <li>Assumed Name Certificate (DBA) filed with state <b>and</b> in the County where business is located (if applicable)</li> </ul>	
<b>Corporation</b>	EIN of Corporation	<ul style="list-style-type: none"> <li>Certificate of Filing</li> <li>Certificate of Formation <b>or</b> Articles of Incorporation</li> <li>Assumed Name Certificate (DBA) filed with state and in the County where business is located (if applicable)</li> </ul>
<b>Limited Liability Company (LLC)</b>	EIN of LLC	<ul style="list-style-type: none"> <li>Certificate of Filing</li> <li>Certificate of Formation <b>or</b> Articles of Organization</li> <li>Operating Agreement ; and meeting minutes <b>or</b> resolution (Unless Single Owner LLC)</li> <li>Assumed Name Certificate (DBA) filed with state <b>and</b> in the County where business is located (if applicable)</li> </ul>
<b>Not-for-Profit Corporation</b>	EIN of Corporation	<ul style="list-style-type: none"> <li>Same documents required for Corporation, <b>AND</b> 501( c) 3 from the IRS to establish non-profit status</li> <li>Additionally: Certificate of Formation, and the By-Laws <b>or</b> Meeting Minutes must reflect one President and one Secretary (which cannot be the same person).</li> </ul>
<b>Associations/Clubs</b>	SSN or EIN of the Business Name	<ul style="list-style-type: none"> <li>Meeting Minutes. Troop Leader Designation Letter for Girl/Boy Scout Accounts</li> <li>Organization/Association Articles or Bylaws</li> <li>Assumed Named Certificate (if applicable)</li> </ul>

If the business is organized in another state but operates in Texas, documentation from both states is required: Business documents from the state the business is organized in, recorded Foreign Entity Registration or Certificate of Filing from the Texas Secretary of State. Certificate of Good Standing is required for out of state and Texas entities.

**All required documents must be filed with the state.**