

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

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.