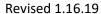


## **Business Account Checklist**

Require	eu Docui	ments for ALL business Accounts.	
	Busines	s Account Application	
	Trade Name Certificate (or proof of existence with Secretary of State)		
	Copy of valid ID for all authorized signers on the account		
	Enhanc	ed Due Diligence Checklist w/Certification of Beneficial Owner	
Sole Pro	oprietors	ships (DBA Accounts)- that uses the owner's SSN.	
	*DBA accounts use the owner's SSN for reporting. If using an EIN, it will be a corporate business account. See Sole Proprietorship that uses an EIN below.		
		Sole Proprietor Resolution	
Sole Pro	oprietors	ships that uses an EIN.	
		Sole Proprietor Resolution	
		EIN – Letter from IRS or copy of most recent tax return	
Partner	rships		
		Partnership Agreement	
		Partner's Resolution	
		EIN – Letter from IRS or copy of most recent tax return	
Corpora	ations		
		Articles of Incorporation	
		Corporate Resolution	
		EIN – Letter from IRS or copy of most recent tax return	





## **Limited Liability Company**

	Application for Group Membership	
	Articles of Organization	
	Corporate Resolution	
	EIN – Letter from IRS or copy of most recent tax return	
Non-Profit O	rganization	
	Copies of the Charter, Articles of Incorporation, and/or By-Laws w/all amendments	
	Board of Director's Resolution	
	Letter from the IRS indicating the organization's non-profit status. Notify your manager once opened.	
	EIN – Letter from IRS or copy of most recent tax return	
Association/	Clubs/Lodges	
	Copies of the Charter, Articles of Incorporation, By-Laws w/all amendments, and/or Minutes from last meeting With instructions relating to a bank account.	
	Board of Director's Resolution	
	EIN – Letter from IRS or copy of most recent tax return	
Campaign or Public Office Account		
	Filed Nomination Petition or similar document filed within the county or municipality of the position.	
	EIN – Letter from IRS or copy of most recent tax return	
	A filed Trade Name Certificate is highly encouraged, but not required for this account type. *	
	*A search on the Arizona Secretary of State website will be conducted to ensure the campaign name is not	

