

## 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 (if applicable)</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) – no state filing is required</li> <li>Assumed Name Certificate (DBA) filed in the County where business is located (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 (LLLLP)</b>	EIN of Partnership	<ul style="list-style-type: none"> <li>Registration of a Limited Liability Partnership filed with Texas Secretary of State; or, Certificate of Filing</li> <li>All underlying LP or GP documents also required (shown below)</li> </ul>
		<table border="1"> <tr> <td> <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 or resolution</li> <li>Assumed Name Certificate (DBA) filed with state <b>and</b> County where business is located (if applicable)</li> </ul> </td> <td> <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 or 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>Corporate By-Laws; 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> </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 or Articles of Organization</li> <li>Operating 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> </ul>
<b>Not-for-Profit Corporation</b>	EIN of Corporation	<ul style="list-style-type: none"> <li>Same documents required for Corporation</li> <li>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).</li> </ul>

If the business is organized in another state but operates in Texas, documentation from both states are 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.