

Documentation

Company resolutions are used to keep a record of who is allowed what type of access on every account. This is to properly secure and protect your business accounts. Every resolution requires documentation to justify what the resolution states. Documentation may include minutes, articles of incorporation, operating agreement, etc. All documentation should be dated and signed by an officer of the business with the appropriate authority.

You should include the following in your documentation:

Name of each officer

Name of each account signer

Who can open the account?

Who can edit the account?

Who can do what on the account? (Sign checks, open deposits, borrow money on behalf of the Business, do business with a Safe Deposit Box, etc.)

After completing the above information, reference the Document Checklist to find what documentation you must provide in regards to the business.

Document Checklist

The following items are required by all businesses regardless of type (Inc., LLC, Sole Proprietor, General Partnership, etc.). Please keep in mind the majority of this information can be found on just a few forms. Most of which can be found on the Secretary of State website as well as your tax accountant.

Business tax ID

Date business was formed

Country and state of legal formation

Country and state of primary business operation (must be a U.S.-operating business)

Legal business name and DBA ("doing business as") name, if applicable

Personal information about the business owner and controlling manager

(Continued) Conducting business using a DBA (doing business as), fictitious name, trade name or assumed name, please include **one** of the following additional documents (document must bear the adopted business name and be in good standing and current):

Fictitious name certificate

Certificate of trade name

Assumed name certificate

DBA certificate

Along with the above documents, please see the next page and see other required documents that are needed for **your type of business.**

Sole Proprietor

*Business name filing document, or
Business license (if a business name filing document was not filed)*

Documents must have proof of filing from the state or county.

General Partnership

Partnership agreement showing business name and name(s) of partner(s)

Documents must have proof of filing from the state or county.

Limited Partnership

*Most recent certificate of limited partnership
Contract of partnership
Certificate of Registration*

Corporation

Current articles (or certificates) of incorporation (must have proof of filing with state or county)

Nonprofit Organizations: IRS ruling letter of tax exemption under IRS 501(c). If unable to provide the IRS ruling letter, obtain a notarized statement from the officers or directors on organization letterhead stating that the organization is exempt from tax reporting under IRS 501(c).

Professional Corporation

Current articles (or certificates) of incorporation (must have proof of filing with state or county)

Nonprofit Organizations: IRS ruling letter of tax exemption under IRS 501(c). If unable to provide the IRS ruling letter, obtain a notarized statement from the officers or directors on organization letterhead stating that the organization is exempt from tax reporting under IRS 501(c).

Limited Liability Company

Current and stamped/filed articles or certificates of organization (must have proof of filing with state or county)

Unincorporated Association

Organizing document, such as articles of organization or bylaws

Nonprofit Organizations: IRS ruling letter of tax exemption under IRS 501(c). If unable to provide the IRS ruling letter, obtain a notarized statement from the officers or directors on organization letterhead stating that the organization is exempt from tax reporting under IRS 501(c).

Professional Association

Organizing document, such as articles of organization or bylaws (must have proof of filing with state or county)

If a business changes ownership or EIN number, a new account must be created for reporting purposes.

After completing the above information, reference the Certification of Beneficial Owners of Legal Entities form and complete the needed information.