



Required Account Documentation

Limited Liability Company

- Proof of EIN – Letter from IRS or Current Tax Return
- SSN or EIN – Single Member LLC
- Certificate of Filing/Formation
- Articles of Organization or Operating Agreement, if any
- Resolution
- Assumed Name Certificate (if applicable)
- Beneficial Ownership – Name of individual person(s) owning 25% or greater of the entity
- Beneficial Ownership – Name of individual person with significant responsibility of the entity

Limited Partnership

- Proof of EIN – Letter from IRS or Current Tax Return
- Partnership Agreement
- Certificate of Filing/Partnership
- Resolution
- Assumed Name Certificate (if applicable)
- Beneficial Ownership – Name of individual person(s) owning 25% or greater of the entity
- Beneficial Ownership – Name of individual person with significant responsibility of the entity

Limited Liability Partnership

- Proof of EIN – Letter from IRS or Current Tax Return
- Certificate of Filing/Partnership
- Partnership Agreement, if available
- Resolution
- Assumed Name Certificate (if applicable)
- Beneficial Ownership – Name of individual person(s) owning 25% or greater of the entity
- Beneficial Ownership – Name of individual person with significant responsibility of the entity

Corporation – For Profit/Non-Profit

- Proof of EIN – Letter from IRS or Current Tax Return
- Certificate of Filing/Formation
- Board Meeting Minutes – The customer should provide an excerpt from the minutes of the last board meeting where officers were elected—specifically the Secretary of the corporation since this person must sign the resolution.
- IRS 501(c) Tax Letter (non-profit only) (NOW Checking)
- Resolution
- Assumed Name Certificate (if applicable)
- Beneficial Ownership – Name of individual person(s) owning 25% or greater of the entity (for profit only)
- Beneficial Ownership – Name of individual person with significant responsibility of the entity

General Partnership

- Proof of EIN – Letter from IRS or Current Tax Return
- Assumed Name Certificate with more than one owner listed
- Certificate of Filing/Formation, if no Assumed Name Certificate
- Partnership Agreement, if available
- Resolution
- Beneficial Ownership – Name of individual person(s) owning 25% or greater of the entity
- Beneficial Ownership – Name of individual person with significant responsibility of the entity



Required Account Documentation

Sole Proprietorship

- Proof of EIN or Social Security Number
- Assumed Name Certificate, with one owner listed, filed in the county where business is done
- Resolution

Unincorporated Association/Organization/Club

- Proof of EIN – Letter from IRS or Current Tax Return
- Charter, By-laws, or Letter of Purpose
- Meeting Minutes – Provided by customer authorizing account opening and signatories.
- Resolution

Agency Accounts

- Proof of EIN or Social Security Number
- Agency Agreement, provided by customer
- Resolution
- Beneficial Ownership may be required depending on entity

IOLTA (Interest on Lawyer's Trust Accounts)

- EIN of Texas Access to Justice Foundation
- Documents on proper entity (LLP, Inc, Partnership, etc.)
- Resolution
- Beneficial Ownership may be required depending on entity
- IOLTA Notice Form https://www.teajf.org/attorneys/how_to_open_iolta.aspx
- Commercial NOW Checking

Benefit or Tragedy

- Proof of EIN – Letter from IRS or Current Tax Return
- Valid identification on Authorized Signers, CIP
- Charter, Bylaws (if available)
- Meeting Minutes (if available)
- Resolution

Campaign

- Proof of EIN – Letter from IRS or Current Tax Return
 - Commercial Checking
 - Resolution
 - May have a filing document
- SSN
 - Regular Checking
 - Uniform Single-Party/Multi-Party Account Selection Form Notice

Estate

- Proof of EIN – Letter from IRS or Current Tax Return
- Death Certificate, original or copy
- Letters of Testamentary or Letters of Administration
 - Either document must state who the Executor/Administrator is of the Estate.