

## BUSINESS ENTITY DOCUMENT CHECKLIST

### SOLE PROPRIETORSHIP

- Assumed Name Certificate

### GENERAL PARTNERSHIP

- Employer Identification Number
- Assumed Name Certificate
- General Partnership Agreement

### LIMITED LIABILITY COMPANY

- Employer Identification Number (must be provided even if a single member LLC)
- Certificate of Formation formally called Certificate of Organization
- Assumed Name Certificate (if applicable)

### CORPORATIONS

- Employer Identification Number
- Certificate of Formation or Articles of Incorporation
- Certificate of Filing (If available)
- Corporate Resolution or minutes from a board meeting reflecting current officers (if officers/directors have changed compared to the Certificate of Formation/Articles of Organization)

### NON-PROFIT CORPORATIONS

- Employer Identification Number
- Articles of Incorporation
- Corporate Resolution or Board Meeting Minutes reflecting current officers/directors, agreement to open account(s) with MOCU and list the authorized signers

### LIMITED LIABILITY PARTNERSHIPS AND LIMITED PARTNERSHIPS

- Employer Identification Number
- Certificate of Limited Partnership or Limited Liability Partnership (Indicates the General Partner)
- Partnership Agreement

### ASSOCIATION, LODGE, CLUB, OR SIMILAR

- Employer Identification Number
- By-Laws, Letter of Purpose, or Charter
- Minutes from Board Meeting reflecting current officers (minutes must also state the agreement to open membership with MOCU and name the authorized signers. This must be signed by President and/or Secretary)