

# BUSINESS ENTITY DOCUMENT CHECKLIST

Two forms of identification are required for all signers.

## SOLE PROPRIETORSHIP

- Assumed Name Certificate
- EIN/Tax ID Number from IRS (can use Social Security Number of owner)

## GENERAL PARTNERSHIP

- Assumed Name Certificate
- EIN/Tax ID Number from IRS
- General Partnership Agreement

## LIMITED LIABILITY COMPANY

- Certificate of Formation or Articles of Organization
- Certificate of Filing (if available)
- EIN/Tax ID Number from IRS
- Meeting Minutes (if officers/managers have changed)
- Assumed Name Certificate (if applicable)

## CORPORATIONS

- Certificate of Formation or Articles of Incorporation
- Certificate of Filing (if available)
- EIN/Tax ID Number from IRS
- Corporate Resolution or Meeting Minutes (if officers/directors have changed or not listed on Certificate of Formation/Articles of Incorporation)
- Assumed Name Certificate (if applicable)

## NON-PROFIT CORPORATIONS

- Certificate of Formation or Articles of Incorporation
- Certificate of Filing (if available)
- EIN/Tax ID Number from IRS
- IRS Determination Letter [501(c)3 IRS form]
- Corporate Resolution or Meeting Minutes (if officers/directors have changed or not listed on Certificate of Formation/Articles of Incorporation)
- Assumed Name Certificate (if applicable)

## LIMITED LIABILITY PARTNERSHIPS AND LIMITED PARTNERSHIPS

- Certificate of Registration (LLP) or Certificate of Limited Partnership (LP)
- EIN/Tax ID Number from IRS
- Partnership Agreement

## ASSOCIATION, LODGE, CLUB OR SIMILAR

- Bylaws, Letter of Purpose or Charter
- EIN/Tax ID Number from IRS
- Minutes from Board Meeting reflecting current officers (must also state the agreement to open membership with MOCU and name of the authorized signers. This must be signed by President and/or Secretary)

INTERESTED IN APPLYING FOR A BUSINESS LOAN? IN ADDITION TO THE ITEMS LISTED ABOVE, WE'LL ALSO NEED:

- Business Tax Returns for 3 years
- Business Financials for 3 years (Profit & Loss Statement as well as Balance Sheet)
- Personal Tax Returns for 3 years
- Personal Financial Statement