



## TEXAS REGIONAL BANK

### ACCOUNT DOCUMENTATION CHECKLIST

#### **Sole Proprietorship Accounts**

- Social Security Number
- Assumed Name Certificate

#### **Campaign Accounts**

- EIN
- Appointment of Campaign Treasurer by Candidate\*\*\*
- Committee Minutes (if applicable)

#### **Partnership (General & Joint) Accounts**

- EIN
- Assumed Name Certificate
- Partnership Agreement

#### **Limited Liability Partnership (LTD/LP) Accounts**

- EIN
- Certificate of Filing\*
- Certificate of Limited Partnership/Formation\*\*
- Partnership Agreement
- Assumed Name Certificate (if applicable)\*\*
- Certificate of Authority for Non-Texas (if applicable)\*

#### **IOLTA Accounts**

- EIN
- IOLTA Notice Form\*\*\*\*
- Documentation required for type of account

#### **Professional Association (PA) Accounts**

- EIN
- Articles of Association/Formation\*\*
- Certificate of Association/Filing\*
- Assumed Name Certificate (if applicable)
- Certificate of Authority for Non-Texas (if applicable)\*

#### **Non-Profit Organization**

- EIN
- Minutes
- By-Laws or Charter
- Association Resolution

#### **Limited Liability Company (LLC/LC) Accounts**

- EIN (or SSN if Single Member LLC)
- Minutes
- Certificate of Organization/Filing\*
- Articles of Organization/Formation\*\*
- Assumed Name Certificate (if applicable)\*\*
- Certificate of Authority for Non-Texas (if applicable)\*

#### **Corporation (For Profit) Accounts**

- EIN
- Minutes
- Certificate of Incorporation/Filing\*
- Articles of Incorporation/Formation\*\*
- Certificate of Account Status
- Assumed Name Certificate (if applicable)\*\*
- Certificate of Authority for Non-Texas (if applicable)\*

#### **Corporation (Not For Profit) Accounts**

- EIN
- Minutes
- Certificate of Incorporation/Filing\*
- Articles of Incorporation/Formation\*\*
- Certificate of Account Status
- Assumed Name Certificate (if applicable)\*\*
- Certificate of Authority for Non-Texas (if applicable)\*
- IRS form 501 (C-3)

#### **Trust Accounts**

- Trust EIN or TIN of Grantor
- Trust Agreement

#### **Estate Accounts**

- EIN of Estate
- Death Certificate
- Letters of Testamentary/Letters of Administration

\*Issued by the Secretary of State

\*\*Filed with the Secretary of State

\*\*\*Issued by the Texas Ethics Commission

\*\*\*\* Texas Access to Justice Foundation