

## REQUIRED ACCOUNT DOCUMENTATION

### **Sole Proprietorship Accounts**

- SSN (EIN Optional-(SS4))
- Assumed Name Certificate<sup>1</sup>
- (unless the consumer's surname is included in the name of the business)

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

- EIN (SS4) (or SSN if Single Member LLC)
- Certificate of Filing/Organization (formerly known as Certificate of Organization)<sup>2</sup>
- Certificate of Formation/ Articles of Organization<sup>2</sup>
- Assumed Name Certificate for both state and county (if applicable)<sup>3</sup>
- Beneficial Ownership supporting documentation (Operating agreement, regulations, minutes or by-laws, review and copy the page that shows the beneficial owners, percentages and signature page)
- Company resolution/minutes (should reflect specific authorities, date of meeting, authorized signers and must be signed)
- Application Registration for Non-Texas (if applicable)<sup>2</sup>

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

- EIN (SS4)
- Certificate of Filing/Incorporation (formerly known as Certificate of Incorporation)<sup>2</sup>
- Certificate of Formation/Articles of Incorporation<sup>2</sup>
- Assumed Name Certificate for both state and county (if applicable)<sup>3</sup>
- Beneficial Ownership supporting documentation (Operating agreement, regulations, minutes or by-laws, review and copy the page that shows the beneficial owners, percentages and signature page)
- Company resolution/minutes (should reflect specific authorities, date of meeting, authorized signers and must be signed)
- Application Registration for Non-Texas (if applicable)<sup>2</sup>

### **Corporation (Non-Profit) Accounts**

- EIN (SS4)
- Company resolution/minutes (should reflect specific authorities, date of meeting, authorized signers and must be signed)
- Certificate of Filing/Incorporation (formerly known as Certificate of Incorporation)<sup>2</sup>
- Certificate of Formation/Articles of Incorporation<sup>2</sup>
- Assumed Name Certificate for both state and county (if applicable)<sup>3</sup>
- 501-C (3)
- Application Registration for Non-Texas (if applicable)<sup>2</sup>

### **Unincorporated, Clubs, Civic Organization Accounts**

- EIN (SS4)
- Resolution/minutes (should reflect specific authorities, date of meeting, authorized signers and must be signed)
- Officer Roster (can be included in minutes/by-laws)
- Certificate of Filing/Formation (if applicable)<sup>2</sup>

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

- EIN (SS4)
- Certificate of Filing (formerly known as Certificate of Limited Partnership)<sup>2</sup>
- Certificate of Formation<sup>2</sup>
- Partnership Agreement
- Assumed Name Certificate for both state and county (if applicable)<sup>3</sup>
- Application Registration for Non-Texas (if applicable)<sup>2</sup>

### **General Partnership Accounts**

- EIN (SS4)
- Assumed Name Certificate<sup>1</sup>
- Partnership Agreement

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

- EIN (SS4)
- Company resolution/minutes (should reflect specific authorities, date of meeting, authorized signers and must be signed)
- Documentation required based on type of entity

### **IOLTA Accounts**

- EIN (SS4) (Consumer's Certified with a W-9 form)
- IOLTA Notice Form<sup>4</sup>
- Documentation required based on type of entity

### **Campaign Accounts**

- EIN (SS4)
- A notarized consent letter from the candidate authorizing the opening of the account (if the candidate is not signing)
- Federal Campaign** - FEC Form 1 (copy of statement of organization)
- State/County/City or School Campaign**
  - Appointment of Campaign Treasurer by Candidate (Form CTA)<sup>5</sup>
  - Evidence of the organization's existence and the authority of the signatories (Committee minutes and/or Association resolution)

### **Escrow Accounts**

- EIN (Form W-9 if SSN of Beneficiary is being used)
- Escrow Agreement
- Documentation required based on type of account

### **Estate Accounts**

- Acceptable forms of ID
- EIN (SS4) of Estate
- Letters of Testamentary or Letters of Administration
- Death Certificate

### **Trust Accounts**

- Acceptable forms of ID
- EIN of Trust or TIN of grantor
- Trust Agreement or Certificate of Trust

<sup>1</sup> Filed with the county clerk's office of the county in which its registered office is located

<sup>2</sup> Issued by the Secretary of State

<sup>3</sup> Filed with the Secretary of State & the county clerk's office of the county in which its registered office is located.

<sup>4</sup> Texas Access to Justice Foundation

<sup>5</sup> Issued by the Texas Ethics Commission