



## BUSINESS DOCUMENTS REQUIRED – TEXAS

Business Type	Documentation Checklist
Sole Proprietorship	<ul style="list-style-type: none"> <li>• Assumed Name Certificate-issued by the County Courthouse where business is located</li> <li>• Social Security Number or Tax Identification Number- issued by the IRS</li> <li>• Proper ID and Social Security number for all account signers</li> <li>• Resolution for Handling Account (provided by the credit union)</li> </ul>
General or Informal Partnership	<ul style="list-style-type: none"> <li>• <b>Business Owner(s) and Controlling Manager/Officer Information*</b></li> <li>• Assumed Name Certificate-issued by the County Courthouse where business is located</li> <li>• Partnership Agreement (if available)</li> <li>• Tax Identification Number for the partnership issued by the IRS (No SSN's)</li> <li>• Proper ID and Social Security number for all account signers</li> <li>• Resolution for Handling Account (provided by the credit union)</li> </ul>
Limited Partnership	<ul style="list-style-type: none"> <li>• <b>Business Owner(s) and Controlling Manager/Officer Information*</b></li> <li>• Partnership Registry or Certificate of Limited Partnership-issued by the Secretary of State</li> <li>• Partnership Agreement- That was filed with the Secretary of State</li> <li>• Tax Identification Number for the LP issued by the IRS</li> <li>• Proper ID and Social Security number for all account signers</li> <li>• Resolution for Handling Account (provided by the credit union)</li> </ul>
Corporation	<ul style="list-style-type: none"> <li>• <b>Business Owner(s) and Controlling Manager/Officer Information*</b></li> <li>• Corporate Charter or Certificate of Incorporation-issued by the Secretary of State with the State Seal</li> <li>• Articles of Incorporation-filed with the Secretary of State</li> <li>• Tax Identification Number- for the Corporation issued by the IRS (No SSN's)</li> <li>• Proper ID and Social Security number for all account signers</li> <li>• Resolution for Handling Account (provided by the credit union)</li> <li>• <i>Note—If corporation is doing business in another name, they must provide an assume name certificate.</i></li> </ul>
Limited Liability Company	<ul style="list-style-type: none"> <li>• <b>Business Owner(s) and Controlling Manager/Officer Information*</b></li> <li>• Certificate of Organization-issued by the Secretary of State with the State Seal</li> <li>• Tax Identification Number- for the LLC issued by the IRS (No SSN's)</li> <li>• Proper ID and Social Security number for all account signers</li> <li>• Resolution for Handling Account (provided by the credit union)</li> </ul>
Non- Profit Organization/ Associations	<ul style="list-style-type: none"> <li>• <b>Business Owner(s) and Controlling Manager/Officer Information*</b></li> <li>• Bylaws or Charter- for Association (if available - <b>for Churches required unless it is incorporated—If incorporated see Corporation</b>)</li> <li>• Minutes- reflecting elected authorized signers or a letter signed by the President on letterhead authorizing the establishment of the account and respective signers</li> <li>• Tax Identification Number- for the Association issued by the IRS (No SSN's)</li> <li>• Proper ID and Social Security number for all account signers</li> <li>• Resolution for Handling Account (provided by the credit union)</li> </ul>

**\*Beneficial Owner is any individual who directly or indirectly, owns 25% or more of the business or controls the entity doing business with Security Service Federal Credit Union**