



BUSINESS DOCUMENTS REQUIRED – Colorado

Business Type	Documentation Checklist
Sole Proprietorship	<ul style="list-style-type: none"> • Statement of Trade Name issued by the Secretary of State • Certificate of Fact of Trade Name issued by the Secretary of State • Social Security Number or Tax Identification Number issued by the IRS
General or Informal Partnership	<ul style="list-style-type: none"> • Statement of Trade Name issued by the Secretary of State • Certificate of Fact of Trade Name issued by the Secretary of State • Partnership Agreement (if available) • Tax Identification Number for the Partnership issued by the IRS (No SSN's) • Statement of Foreign Entity Authority, if out of state business entity
Limited Partnership	<ul style="list-style-type: none"> • Certificate of Limited Partnership issued by the Secretary of State • Partnership agreement, if Certificate of Limited Partnership does not Specify General Partner • Tax Identification Number for the LP issued by the IRS (No SSN's) • Statement of Foreign Entity Authority, if out of state business entity
Corporation	<ul style="list-style-type: none"> • Articles of Incorporation- filed with the Secretary of State • Bylaws if Articles do not Specify Officers/Directors • Tax Identification Number- for the Corporation issued by the IRS (No SSN's) • Statement of Trade Name issued by the Secretary of State, if doing business as a name other that what is listed on Articles of Incorporation • Statement of Foreign Entity Authority, if out of state business entity
Limited Liability Company	<ul style="list-style-type: none"> • Articles of Organization- filed with the Secretary of State • Operating Agreement if Articles do not specify Members/Managers • Tax Identification Number- for the LLC issued by the IRS (No SSN's) • Statement of Trade Name issued by the Secretary of State, if doing business as a name other that what is listed on Articles of Incorporation • Statement of Foreign Entity Authority, if out of state business entity
Non- Profit Organization/ Associations	<ul style="list-style-type: none"> • Bylaws or Charter- for Association • Minutes- reflecting elected authorized signers or a letter signed by the President on letterhead authorizing the establishment of the account and respective signers • Tax Identification Number- for the Association issued by the IRS (No SSN's) • If Non-Profit Incorporation please see "Corporation" required documents

***Business Owner(s) and Controlling Manager/Officer Information for All Accounts**

***Proper ID and Social Security number for all account Owners & Signers**

***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**