



**BUSINESS DOCUMENTS REQUIRED – Colorado**

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

**\*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**