## BUSINESS DOCUMENTS REQUIRED – Colorado

<table>
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<th>Business Type</th>
<th>Documentation Checklist</th>
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| **Sole Proprietorship**              | • Trade Name Registration issued by Dept of Revenue or Colorado Business Registration  
• Social Security Number or Tax Identification Number issued by the IRS  
• Proper ID and Social Security number for all account signers  
• Resolution for Handling Account (provided by the credit union)                                                                                      |
| **General or Informal Partnership**  | • **Business Owner(s) and Controlling Manager/Officer Information**  
• Trade Name Registration issued by Dept of Revenue or Colorado Business Registration  
• Partnership Agreement (if available)  
• Tax Identification Number for the partnership issued by the IRS (No SSN’s)  
• Proper ID and Social Security number for all account signers  
• Resolution for Handling Account (provided by the credit union)                                                                                      |
| **Limited Partnership**              | • **Business Owner(s) and Controlling Manager/Officer Information**  
• Partnership Registry or Certificate of Limited Partnership Agreement issued by the Secretary of State  
• Partnership Agreement-file with the Secretary of State  
• Tax Identification Number for the LP issued by the IRS  
• Proper ID and Social Security number for all account signers  
• Resolution for Handling Account (provided by the credit union)                                                                                      |
| **Corporation**                      | • **Business Owner(s) and Controlling Manager/Officer Information**  
• Articles of Incorporation-filed with the Secretary of State  
• Tax Identification Number for the Corporation issued by the IRS (No SSN’s)  
• Proper ID and Social Security number for all account signers  
• Resolution for Handling Account (provided by the credit union)  
• Note—If corporation is doing business in another name, they must provide an assume name certificate.                                                                 |
| **Limited Liability Company**        | • **Business Owner(s) and Controlling Manager/Officer Information**  
• Articles of Organization-filed with the Secretary of State  
• Tax Identification Number for the LLC issued by the IRS (No SSN’s)  
• Proper ID and Social Security number for all account signers  
• Resolution for Handling Account (provided by the credit union)                                                                                      |
| **Non-Profit Organization/Associations** | • **Business Owner(s) and Controlling Manager/Officer Information**  
• Bylaws or Charter- for Association (if available - for Churches required unless it is incorporated—If incorporated see Corporation)  
• 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)  
• Proper ID and Social Security number for all account signers  
• Resolution for Handling Account (provided by the credit union)                                                                                      |

*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*