



BUSINESS DOCUMENTS REQUIRED – Colorado

Business Type	Documentation Checklist
Sole Proprietorship	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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) • <u>Note—If corporation is doing business in another name, they must provide an assume name certificate.</u>
Limited Liability Company	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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**