



BUSINESS DOCUMENTS REQUIRED – Texas

Business Type	Documentation Checklist
Sole Proprietorship	<ul style="list-style-type: none"> • Assumed Name Certificate issued by the County Courthouse where the business is located. (Valid for 10YRS after issuance) • Social Security Number or Tax Identification Number issued by the IRS
General or Informal Partnership	<ul style="list-style-type: none"> • Assumed Name Certificate issued by the County Courthouse where the business is located. (Valid for 10YRS after issuance) • Partnership Agreement (if available) • Tax Identification Number for the Partnership issued by the IRS • Statement of Foreign Entity Authority, if out of state business entity
Limited Liability Partnership	<ul style="list-style-type: none"> • Certificate of Formation/Limited Partnership issued by the Secretary of State • Certificate of Filing issued by the Secretary of State • Partnership Agreement (If available) • Tax Identification Number for the Limited Partnership 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 or Certificate of Formation- filed with the Secretary of State • Certificate of Filing issued by the Secretary of State • Tax Identification Number- for the Corporation issued by the IRS (No SSN's) • Assumed Name Certificate issued by the Secretary of State, if doing business as a name other than 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 or Certificate of Formation filed with the Secretary of State • Certificate of Filing issued by the Secretary of State • Tax Identification Number- for the LLC issued by the IRS (No SSN's) • Assumed Name Certificate issued by the Secretary of State, if doing business as a name other than what is listed on the Articles of Organization or Certificate of Formation • 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 Associations is Incorporated please see "Corporation" for additional 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**