



**BUSINESS DOCUMENTS REQUIRED – Texas**

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