### BUSINESS DOCUMENTS REQUIRED – TEXAS

<table>
<thead>
<tr>
<th>Business Type</th>
<th>Documentation Checklist</th>
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| **Sole Proprietorship**                   | • Assumed Name Certificate-issued by the County Courthouse where business is located  
• 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***  
• Assumed Name Certificate-issued by the County Courthouse where business is located  
• 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-issued by the Secretary of State  
• Partnership Agreement- That was filed 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)  
- **Note**— *If corporation is doing business in another name, they must provide an assumed name certificate.* |
| **Corporation**                            | • **Business Owner(s) and Controlling Manager/Officer Information***  
• Corporate Charter or Certificate of Incorporation-issued by the Secretary of State with the State Seal  
• 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 assumed name certificate.* |
| **Limited Liability Company**             | • **Business Owner(s) and Controlling Manager/Officer Information***  
• Certificate of Organization-issued by the Secretary of State with the State Seal  
• 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*