



Business Document Requirements

Business Solutions requires certain business-governance documents (the operational rules) for your business. The documents required—and what goes in them—will vary based on the structure of your business and any applicable state and local requirements. Consulting with business counselors, attorneys and accountants can prove helpful.

The documents required vary by business type:

Sole Proprietorship

- Federal Tax ID Number (TIN) Letter
- Valid Business License/Business Permit or Fictitious Name Certificate or Certificate of Assumed Name

General Partnership

- Federal Tax ID Number (TIN) Letter
- Beneficial Owner Form (representatives will assist with the completion of this form)
- Valid Business License/Business Permit or Fictitious Name Certificate or Certificate of Assumed Name

Limited Partnership (Applies to Limited Partnership (LP), Limited Liability Partnership (LLP) and Professional Limited Liability Partnership (PLL))

- Good Standing Certificate (filed stamped within 60 days before date of application)
- Federal Tax ID Number (TIN) Letter
- Beneficial Owner Form (representatives will assist with the completion of this form)
- Fictitious Name Certificate or Certificate of Assumed Name (if applicable)

Corporation (Applies to S Corps and C Corps)

- Good Standing Certificate (filed stamped within 60 days before date of application)
- Federal Tax ID Number (TIN) Letter
- Beneficial Owner Form (representatives will assist with the completion of this form)
- Fictitious Name Certificate or Certificate of Assumed Name (if applicable)

Limited Liability Company

- Good Standing Certificate (filed stamped within 60 days before date of application)
- Federal Tax ID Number (TIN) Letter
- Beneficial Owner Form (representatives will assist with the completion of this form)
- Fictitious Name Certificate or Certificate of Assumed Name (if applicable)

Social/Recreational Clubs, Unincorporated Associations/Organizations and Civic Groups

- Federal Tax ID Number (TIN) Letter
- For a Non-Profit Association or Club, By-Laws or Meeting minutes stating the individuals or positions authorized to establish or conduct business on behalf of the club or organization, signed by the president or officers of the organization.
- Additional documentation may be required depending on the business type.