



BUSINESS DOCUMENTS REQUIRED BY BUSINESS TYPE

Required Documents	Sole Proprietor	Limited Liability Co (LLC), Professional Limited Liability Co (PLLC)	Partnerships: Limited, General or Limited Liability	Club/Organization	Business Non-Profit	Corporation
Articles of Incorporation					Yes	Yes
Articles of Organization		Yes				
Tax Identification Number	SSN or EIN if DBA listed as Name Prime	IRS EIN Letter	IRS EIN Letter	IRS EIN Letter	IRS EIN Letter with 501(c) Status	IRS EIN Letter
Unexpired Trade Name Registration or Fictitious Name Certificate	Yes if using	Yes if using	Yes if using	No – if Luke AFB Club Yes for all other Club	Yes if using	Yes if using
Good Standing Screen Shot		Yes	Yes- Limited & Limited Liability Only		Yes	Yes
Professional License		Yes on PLLC				
Partnership Agreement			Yes			
Meeting Minutes				Meeting minutes authorizing/agreeing to opening an account with CUW including who responsible individuals are. Meeting Minutes should not be more than one year old. Luke AFB Club/Squadron accounts are to provide a letter from their Squadron Commander or 1 st Sergeant in lieu of business documents	Yes (must agree/authorize to this type of business formation)	
Beneficial Owner: Social Security Card and Driver's License Copy		Yes	Yes		Yes	Yes