

Confirm Your EIN: Please double-check whether your business is currently using an Employer Identification Number (EIN). Verifying this in advance can help avoid delays.

Corporation:

- Proof of Active Business Name Registration from Secretary of State
- Articles of Incorporation
- ID for each Authorized Party
- ID for each Beneficial owner- person(s) having 25% or more interest stake in the entity.
- EIN issuance letter
- Assumed Business Name Registration – if applicable

Limited Liability Company (LLC):

- Proof of Active Business Name Registration from Secretary of State
- Articles of Incorporation/Operating Agreement/Articles of Formation
- ID for each Authorized Party
- ID for each Beneficial owner- person(s) having 25% or more interest stake in the entity.
- EIN issuance letter (may use social security number if single-member LLC)
- Assumed Business Name Registration – if applicable

Sole-Proprietorship:

- Assumed Business Name Registration from Secretary of State - if applicable
- ID for each Authorized Party
- EIN issuance letter if not using SSN

Partnership:

Limited Partnership (LP) documentation:

- Proof of Active Business Name Registration from Secretary of State
- Partnership Agreement
- ID for each Authorized Party
- ID for each Beneficial owner- person(s) having 25% or more interest stake in the entity.
- EIN issuance letter (EIN is required)
- At least one General Partner must be an Authorized Party (unless specified in the agreement)

Limited Liability Partnership documentation (LLP)

- Proof of Active Business Name Registration from Secretary of State
- Partnership Agreement
- ID for each Authorized Party
- ID for each Beneficial owner- person(s) having 25% or more interest stake in the entity.
- EIN issuance letter (EIN is required)
- At least one General Partner must be an Authorized Party

General Partnership documentation

- Proof of Active Business Name Registration from Secretary of State
- Partnership Agreement
- ID for each Authorized Party
- ID for each Beneficial owner- person(s) having 25% or more interest stake in the entity.
- EIN issuance letter (May use a Partner's SSN)
- All General Partners are required to be Authorized Parties

Unincorporated Association/Clubs:

- Review Meeting Minutes, Board Resolution or Bylaws
- ID for each Authorized Party
- ID for each Beneficial Owner - person(s) having 25% or more interest stake in the entity
- EIN issuance letter (EIN required)