



**New Customers are required to submit proper company entity documentation.**

***The guide below lists the correct documents needed for each company type.***

**Please provide Color Copy of Driver License for all applicants & beneficial owners that have 25% or more in ownership in the company.**

***Sole Proprietorship Accounts***

- Social Security Number
- Assumed Name Certificate

***Partnership (General & Joint) Accounts***

- Proof of EIN #
- Assumed Name Certificate
- Partnership Agreement

***Limited Liability Partnership (LTD/LP) Accounts***

- Proof of EIN #
- Certificate of Filing
- Certificate of Limited Partnership/Formation
- Partnership Agreement
- Assumed Name Certificate (if applicable)
- Certificate of Registration for Non-Texas Entity

***Professional Association (PA) Accounts***

- Proof of EIN #
- Articles of Association/Formation
- Certificate of Association/Filing
- Assumed Name Certificate (if applicable)
- Certificate of Registration for Non-Texas Entity

***Limited Liability Company (LC/LLC/PLLC) Accounts***

- Proof of EIN (or SSN if Single)
- Member Minutes
- Certificate of Organization/Filing
- Articles of Organization/Formation
- Assumed Name Certificate (if applicable)
- Certificate of Registration for Non Texas Entity

***Corporation (For Profit) Accounts***

- Proof of EIN #
- Minutes
- Certificate of Incorporation/Filing
- Articles of Incorporation/Formation
- Certificate of Account Status
- Assumed Name Certificate (if applicable)
- Certificate of Registration for Non Texas Entity

***Corporation (Not For Profit) Accounts***

- Proof of EIN #
- Minutes
- Certificate of Incorporation/Filing
- Articles of Incorporation/Formation
- Certificate of Account Status
- Assumed Name Certificate (if applicable)
- Certificate of Registration for Non Texas Entity
- IRS form 501 (C-3)