

# The Complete Guide To New Business Documentation Requirements

## Requirements for All Ownership Types

- 1 Each authorized signer must provide a valid **Driver's License or Government Issued photo ID** including their social security number.
- 2 **A Federal Tax Payer ID (TIN) or Employer ID Number (EIN)** as listed on IRS Form SS-4 (SSN allowed for Sole Proprietor).

### Sole Proprietorship

#### ✓ Assumed Name Certificate

- If operating under an "assumed name."
- Must be filed in the county in which the sole proprietor is doing business.

### Limited Liability Company (LLC)

#### ✓ Certificate of Formation or Articles of Organization

#### ✓ Company Agreement or Operating Agreement

- Not applicable for Single Member LLC.

#### ✓ Assumed Name Certificate

- If operating under an "assumed name."
- Must be filed in the county in which the LLC is doing business.

### Corporation (profit or non-profit including C-Corp & S-Corp)

#### ✓ Certificate of Formation or Articles of Organization

#### ✓ Certificate of Authority from Texas-if formed in another state.

#### ✓ Assumed Name Certificate

- If operating under an "assumed name."
- Must be filed in the county in which the corporation is doing business.

### Partnerships

#### General

#### ✓ Assumed Name Certificate

- If operating under an "assumed name."
- Must be filed in the county in which the partnership is doing business.

#### Limited or Limited Liability

#### ✓ Certificate of Formation or Certificate of Limited Partnership

#### ✓ Assumed Name Certificate

- If operating under an "assumed name."
- Must be filed in the county in which the sole partnership is doing business.

### Unincorporated Association

#### ✓ Bylaws, Charter or Similar Document including meeting minutes to establish account.

#### ✓ Assumed Name Certificate

- If operating under an "assumed name."
- Must be filed in the county in which the unincorporated association is doing business.