

- **Employer Identification Number (EIN)***
 - To request an EIN call 1-800-829-4933 or visit <http://www.irs.gov>.

- **Active registration with the state**
 - Specialists can obtain from the state websites for your convenience
 - Registration must state fictitious name (if applicable)

- **Operating Agreement**
 - Provides the rules for the LLC and percentage of ownership for each member
 - Single Member LLC (only): A written declaration that no operating agreement exists is acceptable

- **Valid identification of all signers**
 - Information on Controlling Person if they will not be a signer on the account
 - Address, phone number, SSN, DOB, valid form of identification

*Additional documents may be required if discrepancies arise once validated against government records