

- **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)
- **Articles of Incorporation**
 - Designates purpose at the time of registration
 - Specialists can obtain from the state websites for your convenience
- **Certificate or Active Registration received from the Secretary of State**
- **Signed By-Laws**
 - Defines the structure of the Corporation
- **Resolution (subject specific) or Meeting Minutes**
 - Should include who will be an authorized signatory on the account
 - Should be signed by the Secretary of the Board
- **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