

## Required Documents for Accounts

A completed application signed and dated must be accompanied with required documentation:

**A copy of an unexpired Driver's License, Passport or Government Issued Photo ID., and Power of Attorney documentation, if applicable.**

TYPE OF ENTITY	REQUIRED DOCUMENTATION
ESTATE	<ol style="list-style-type: none"> <li>1. Death Certificate</li> <li>2. Administrator Papers, Executor Papers, Letter of Administrator, or Letter of Testamentary</li> </ol>
TRUST	<ol style="list-style-type: none"> <li>1. Complete Trust Documents</li> </ol>
LEGAL TRUST	<ol style="list-style-type: none"> <li>1. Complete Trust Documents</li> <li>2. Letter from the IRS assigning the Tax ID Number or W9</li> </ol>
SOLE PROPRIETORSHIP/DBA	<ol style="list-style-type: none"> <li>1. If using a Tax ID number, two of the following documents; Business License, Fictitious name registration, or Certificate of registration of trade name</li> </ol>
LIMITED LIABILITY COMPANY	<ol style="list-style-type: none"> <li>1. Letter from the IRS assigning the Tax ID number or W9</li> <li>2. Articles of Organization</li> </ol>
ASSOCIATION or CLUB	<ol style="list-style-type: none"> <li>1. Letter from the IRS assigning the Tax ID number or W9</li> <li>2. Letter on letterhead that indicates the Association or Club's intent to open the account, signed by at least one Board Officer</li> </ol>
PARTNERSHIP	<ol style="list-style-type: none"> <li>1. Letter from the IRS assigning the Tax ID number or W9</li> <li>2. One of the following documents: partnership papers or Fictitious name registration</li> </ol>
CORPORATION	<ol style="list-style-type: none"> <li>1. Letter from the IRS assigning the Tax ID number or W9</li> <li>2. Corporate Resolution</li> <li>3. One of the following documents: Certificate of Incorporation, most recent tax return, annual report filed with the State Corporation Commission</li> </ol>
NON-PROFIT ORGANIZATION	Same as the appropriate entity above