

# **Business Entity Document Checklist**

## **Required for all entities:**

- Two forms of identification are required for all signers
- Proof of personal physical address
- Proof of EIN number
- Proof of physical address of the business

## **Sole Proprietorship**

- Assumed Name Certificate
- EIN/Tax ID Number from IRS (can use Social Security Number of owner)

## **General Partnership**

- Assumed Name Certificate
- EIN/Tax ID Number from IRS
- General Partnership Agreement

## **Limited Liability Company**

- Certificate of Formation or Articles of Organization
- Certificate of Filing (if available)
- EIN/Tax ID Number from IRS
- Meeting Minutes (if officers/managers have changed)
- Assumed Name Certificate (if applicable)

## **Corporations**

- Certificate of Formation or Articles of Incorporation
- Certificate of Filing (if available)
- EIN/Tax ID Number from IRS
- Corporate Resolution or Meeting Minutes (if officers/directors have changed or not listed on Certificate of Formation/Articles of Incorporation)
- Assumed Name Certificate (if applicable)

## **Non-Profit Corporations**

- Certificate of Formation or Articles of Incorporation
- Certificate of Filing (if available)
- EIN/Tax ID Number from IRS
- IRS Determination Letter [501(c)3 IRS form]
- Corporate Resolution or Meeting Minutes (if officers/directors have changed or not listed on Certificate of Formation/Articles of Incorporation)
- Assumed Name Certificate (if applicable)

## **Limited Liability Partnerships and Limited Partnerships**

- Certificate of Registration (LLP) or Certificate of Limited Partnership (LP)
- EIN/Tax ID Number from IRS
- Partnership Agreement
- Assumed Name Certificate (if applicable)

## **Association, Lodge, Club, or Similar**

- Bylaws, Letter of Purpose, or Charter
- EIN/Tax ID Number from IRS
- Minutes from Board Meetings reflecting current officers (must also state the agreement to open membership with Rave Financial and the name of the authorized signers. This must be signed by the President and/or Secretary.)

## **Interested in applying for a business loan? In addition to the items listed above, we will also need:**

- Business Tax Returns for 3 years
- Business Financials for 3 years (Profit & Loss Statement as well as Balance Sheet)
- Personal Tax Return for 3 years
- Personal Financial Statement