



The following documents are required to open a business account.

| | |
|--|---|
| <p style="text-align: center;">Corporations (including Non-Profit Corporations)</p> <ul style="list-style-type: none"> • Copy of Articles of Incorporation from Arizona Corporate Commission • Copy of the Operating Agreement and/or By-Laws • EIN Letter from the IRS or previous year federal tax return • Copy of Business License(s) – if applicable • 501(c) - if applicable for nonprofit | <p style="text-align: center;">Sole Proprietor</p> <ul style="list-style-type: none"> • EIN Letter from the IRS or previous year federal tax return (unless using social security number as DBA) • Copy of Business License(s) - if applicable |
| <p style="text-align: center;">Clubs and Associations</p> <ul style="list-style-type: none"> • Copy of By-Laws or Charter • Copy of Meeting Minutes showing who is authorized to conduct transactions • EIN Letter from the IRS or previous year federal tax return (if a local chapter of national organization, the national EIN can be used with a letter of permission from the national organization) | <p style="text-align: center;">Political Campaign Account</p> <ul style="list-style-type: none"> • Written Confirmation from the city, county, or state of their intent to run for office • EIN Letter from the IRS or previous year federal tax return (unless using social security number) • Statement of Organization |
| <p style="text-align: center;">LLC (Limited Liability Company)</p> <ul style="list-style-type: none"> • Copy of Articles of Organization from Arizona Corporate Commission • EIN Letter from the IRS or previous year federal tax return • Copy of Business License(s) - if applicable | <p style="text-align: center;">Partnership Account</p> <ul style="list-style-type: none"> • Copy of Articles of Organization from Arizona Corporate Commission • Copy of Partnership Agreement • EIN Letter from the IRS or previous year federal tax return • Copy of Business License(s) if applicable |