

|                       | Required | Present | Received by Customer Service |
|-----------------------|----------|---------|------------------------------|
| Signature Card        |          |         |                              |
| Copy of Photo ID Card |          |         |                              |

**Sole Proprietorships**

|                             |  |  |  |
|-----------------------------|--|--|--|
| Certificate of Assumed Name |  |  |  |
|-----------------------------|--|--|--|

**Business Corporations & Non-Profit Organizations**

|  |  |  |  |
|--|--|--|--|
| Certified copy of Articles of Incorporation/Bylaws           |  |  |  |
| Certificate of Assumed Name                                  |  |  |  |
| Incumbency Certificate/Certificate of Authority              |  |  |  |
| Corporate Resolution   |  |  |  |
| Certificate of Good Standing or Certificate of Incorporation |  |  |  |

**Limited Liability Company**

|                               |  |  |  |
|-------------------------------|--|--|--|
| Certificate of Organization   |  |  |  |
| Member Control Agreement      |  |  |  |
| Board of Governors Resolution |  |  |  |
| Limited Liability Resolution  |  |  |  |
| Articles of Organization      |  |  |  |
| Action by the Governors       |  |  |  |
| Certificate of Assumed Name   |  |  |  |

**Partnerships**

|                                    |  |  |  |
|------------------------------------|--|--|--|
| Certificate of Assumed Name        |  |  |  |
| Partnership Agreement              |  |  |  |
| Partnership Resolution             |  |  |  |
| Certificate of Limited Partnership |  |  |  |
| Certificate of Good Standing       |  |  |  |

**Unincorporated Associations**

|   |  |  |  |
|---|--|--|--|
| Certificate of Good Standing                  |  |  |  |
| Minutes containing list of authorized signers |  |  |  |

**Miscellaneous Documents**

|                         |  |  |  |
|-------------------------|--|--|--|
| Power of Attorney       |  |  |  |
| Evidence of Name Change |  |  |  |
| Death Certificate       |  |  |  |