



BUSINESS DOCUMENTS REQUIRED – TEXAS

Sole Proprietorship

- Assumed Name Certificate- filed with the county (If applicable)
- Social Security Number or Tax Identification Number- issued by the IRS (Letter)
- Use Individual Name as listed on Valid Identification if Assumed Name Certificate not applicable

General Partnership

- Assumed Name Certificate- filed with the county
- Partnership Agreement
- Tax Identification Number- issued by the IRS (Letter)

Limited Partnership

- Certificate of Filing-issued by the Texas Secretary of State with the State Seal
- Certificate of Limited Partnership/Certificate of Formation -filed with the State of Texas
- Limited Partnership Agreement
- Tax Identification Number- issued by the IRS (Letter)
- If General Partner is an Entity please provide supporting Entity Documents
- If General Partner is an Individual(s) use individual(s) ID

Limited Liability Partnership

- Certificate of Limited Liability Partnership/Certificate of Filing-issued by the Texas Secretary of State with the State Seal
- Certificate of Limited Partnership/Certificate of Formation -filed with the State of Texas
- Limited Partnership Agreement
- Tax Identification Number- issued by the IRS (Letter)

Corporation for Profit/Not for Profit

- Certificate of Incorporation/Certificate of Filing-issued by the Texas Secretary of State with the State Seal
- Articles of Incorporation/Certificate of Formation -filed with the Texas Secretary of State
- Bylaws
- Tax Identification Number- issued by the IRS (Letter)
- Assumed Name Certificate (If applicable)

Limited Liability Company

- Certificate of Organization/Certificate of Filing- issued by the Texas Secretary of State with the State Seal
- Articles of Organization/Certificate of Formation-filed with the Texas Secretary of State
- Operating Agreement/Company Agreement *****Single Member/Manager LLC Not Required*****
- Tax Identification Number issued by the IRS (Letter) *****Single Member/Manager LLC Not Required*****
- Assumed Name Certificate (If applicable)

Non Profit Organization/Association

- Bylaws or Articles of Organization/Association
- Tax Identification Number for the Organization issued by the IRS (Letter)
- Minutes reflecting elected officers/authorized signers and establishing an account with Navy Army CCU