

BUSINESS TYPE	REQUIRED DOCUMENTATION
Sole Proprietorship Doing Business As (DBA)	<ul style="list-style-type: none"> SS4 form (if using EIN) Certificate of Assumed Name (if business owner's full name is not part of the business name) <p>Note: In Tennessee, the state and county business licenses will be required in lieu of a certificate of assumed name.</p>
Partnership*: General	<ul style="list-style-type: none"> SS4 for EIN Certificate of Assumed Name may be required depending on state and local requirements
Partnership*: Limited (LP) Limited Liability (LLP)	<ul style="list-style-type: none"> SS4 for EIN Partnership filed with the Secretary of State Certificate showing active and in good standing with the Secretary of State Limited Liability Only: <ul style="list-style-type: none"> Partnership Agreement identifying all partners
Limited Liability Company (LLC)* Sole Member Multiple Member	<ul style="list-style-type: none"> SS4 for EIN (unless using the Sole Member's SSN for tax reporting) Articles of Organization filed with the Secretary of State Certificate showing active and in good standing with the Secretary of State LLC business with multiple member's will be asked to present an Operating Agreement
Corporation*	<ul style="list-style-type: none"> SS4 for EIN Articles of Incorporation filed with the Secretary of State Certificate showing active and in good standing with the Secretary of State
Non-Profit Organization or Unincorporated Association	<ul style="list-style-type: none"> SS4 for EIN By-Laws, Charter, Constitution, etc. Organizational Chart OR Meeting Minutes showing governing members and the authorized persons on the account
Recreation or Club Account*	<ul style="list-style-type: none"> SS4 for EIN Meeting Minutes showing governing members & the authorized persons on the account
Political Campaigns	<ul style="list-style-type: none"> Committee to Elect (group supporting a candidate) <ul style="list-style-type: none"> SS4 for EIN Proof of Filing for Candidacy City, County or Local Candidate opening for themselves do not need any additional documentation

*Select Employment Group request letter required. Please ask an Account Service Representative for more details or for a copy of the letter. More items may be needed depending on your exact business structure.