

Required Business Documents Checklist



| Required Documents | Sole Proprietor | Limited Liability Co (LLC), Professional Limited Liability Co (PLLC) | Partnerships: Limited, General, or Limited Liability | Club/Organization | Business Non-Profit | Corporation For Profit or Not for Profit |
|---|---|---|---|--------------------------|---|---|
| Articles of Incorporation | | | | | ✓ | ✓ |
| Articles of Organization | | ✓ | | | | |
| Tax Identification Number | SSN or EIN if DBA is listed as primary name | IRS EIN Letter | IRS EIN Letter | IRS EIN Letter | IRS EIN Letter with 501(c) Status. Needed if exempt | IRS EIN Letter |
| State or City License or Fictitious/Trade Name Certificate. | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Active Good Standing Summary from Arizona Corporate Commission | | ✓ | Limited & Limited Liability Only | | ✓ | ✓ |
| Professional License | | PLLC Only | | | | |
| Partnership Agreement or Partnership Resolution | | | ✓ | | | |
| Meeting Minutes ⁴ | | | | ✓ | ✓ | ✓ |
| Beneficial Owner Form | | ✓ | ✓ | | ✓ | ✓ |
| Corporate Resolution/ Bylaws | | | | | | ✓ |
| Operating Agreement | | ✓ | | | | ✓ |
| Valid Government Issued ID Social Security and DOB for all signers | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Verification of Address (Bizchex Report, Good Standing, or Credit Report) | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |