Small Business Account Documentation

ACCOUNT TYPE	DOCUMENTATION REQUIREMENTS[1]

SOLE PROPRIETORSHIP	• Proof of Fictitious Business Name Filing (Missouri only)
	• EIN Documentation (if not using owner's SSN/ITIN)
	  ○ SS4 Form showing Tax ID# or
	  ○ Filed Federal Tax Return
	• US Government issued valid ID for Owner & Authorized Signers

LIMITED LIABILITY COMPANY
 	
(Including Series LLC)
	• Articles of Organization or Incorporation (if incorporated)
	(can be downloaded from Secretary of State website)
	• Operating/Management Agreement (documenting financial duties/authorities of signers)
	(recommended but not required for Single Member LLC)
	• EIN Documentation
	  ○ SS4 Form showing Tax ID# or
	  ○ Filed Federal Tax Return
	• Must be in Good Standing with Secretary of State
	• US Government issued valid ID for Owners & Authorized Signers

CORPORATION	• Documentation of financial duties/authority of signers, commonly found in
	  ○ Corporate Resolution and/or
	  ○ Meeting Minutes
	• Articles of Incorporation
	(can be downloaded from Secretary of State website)
	• EIN Documentation
	  ○ SS4 Form showing Tax ID# or
	  ○ Filed Federal Tax Return
	• Must be in Good Standing with Secretary of State
	• US Government issued valid ID for Owners & Authorized Signers

INFORMAL ORGANIZATION (PTA, HOA, Scout Troop, etc.)	• Bylaws/Meeting Minutes appointing officers and granting authority to open an account • EIN Documentation ○ SS4 Form showing Tax ID# • US Government issued valid ID for Authorized Signers

➢ **If the Organization has a Not-for-Profit or Non-Profit designation, please provide:**
- ○ Certificate of tax-exempt status (state or federal)
- ○ 501 documentation (if applicable)

➢ **If the Business is registered out of state but operating in KS or MO, please provide:**
- ○ Certificate of Authority

[1] **Additional supporting documentation may be requested; membership eligibility applies**