

Business Type	Requirements	
	Identification	Documents (Bold = Required)
Sole Proprietorship	<ul style="list-style-type: none"> • Appropriate Identification for all signers* • SSN # 	<ul style="list-style-type: none"> • Trade Name Certificate, showing sole proprietor and DBA name (if requesting DBA on account)
General Partnership	<ul style="list-style-type: none"> • Appropriate Identification for all signers* • TIN # 	<ul style="list-style-type: none"> • Partnership Agreement showing name of partnership and listing the general partners • Certification of Tax ID Number • Trade Name Certificate (if requesting DBA on account) • Signatures of all General Partners for Authorization Designation
Limited Partnership (LP)** & Limited Liability Partnership (LLP)**	<ul style="list-style-type: none"> • Appropriate Identification for all signers* • TIN # 	<ul style="list-style-type: none"> • Partnership Agreement showing name of partnership and listing the general partners • Certification of Limited Partnership issued by Arizona Secretary of State • Business License • Trade Name Certificate, (if requesting DBA on account) • Signature of all General Partners for Authorization Designation
Corporation – For Profit**	<ul style="list-style-type: none"> • Appropriate Identification for all signers* • TIN # 	<ul style="list-style-type: none"> • Articles of Incorporation, stamped and recorded by Arizona Corporation Commission or Annual Report • Business License • Trade Name Certificate, (if requesting DBA on account) • Signature of Corporate Secretary for Authorization Designation
Corporation – Non-Profit**	<ul style="list-style-type: none"> • Appropriate Identification for all signers* • TIN # 	<ul style="list-style-type: none"> • Articles of Incorporation, stamped and recorded by Arizona Corporation Commission or Annual Report • Business License • Trade Name Certificate, (if requesting DBA on account) • Signature of Corporate Secretary for Authorization Designation
Limited Liability Company(LLC)**	<ul style="list-style-type: none"> • Appropriate Identification for all signers* • TIN # 	<ul style="list-style-type: none"> • Articles of Organization, listing all members, stamped and recorded by Arizona Corporation Commission or Annual Report • Business License • Trade Name Certificate, (if requesting DBA on account) • Signature of all LLC Members (for Member managed LLC) on Authorization Designation • Signature of all LLC Managers (for Manager managed LLC) on Authorization Designation
Unincorporated Organizations & Associations	<ul style="list-style-type: none"> • Appropriate Identification for all signers* • TIN # 	<ul style="list-style-type: none"> • Letter or meeting minutes on organization's letterhead containing official name of organization, address, telephone contact information for officers of organization, and authorized signers to be on account • Certification of Tax ID Number • Trade Name Certificate, (if requesting DBA on account) • Official Recognition Document for U of A, Pima College and DMAFB organizations & or National type organizations • Minimum of two (2) signers required for this account
Trusts	<ul style="list-style-type: none"> • Appropriate Identification for all signers* • TIN # 	<ul style="list-style-type: none"> • Certificate of Trust Existence or Trust document

***Appropriate Identification** = 2 valid forms of ID, one of which must be a government-issued photo ID (such as state driver's license), and one other ID (such as current credit card).

Note: All persons named as signers on the account must sign in person at the branch or have their signature notarized on the Business Account Agreement.

**If the business was established in another state, a certificate issued by the Arizona Secretary of State or Arizona Corporation Commission authorizing the business to transact business in Arizona will be required.