

| <b>Business Type</b>   | <b>Requirements</b>   |   |
|--|---|---|
|  | <b>Identification</b>   | <b>Documents (Bold = Required)</b>  |
| Sole Proprietorship  | <ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• SSN #</li> </ul>  | <ul style="list-style-type: none"> <li>• Trade Name Certificate, showing sole proprietor and DBA name (if requesting DBA on account)</li> </ul>   |
| General Partnership  | <ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Partnership Agreement</b> showing name of partnership and listing the general partners</li> <li>• <b>Certification of Tax ID Number</b></li> <li>• Trade Name Certificate (if requesting DBA on account)</li> <li>• <b>Signatures of all General Partners</b> for Authorization Designation</li> </ul>  |
| Limited Partnership (LP)** & Limited Liability Partnership (LLP)** | <ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Partnership Agreement</b> showing name of partnership and listing the general partners</li> <li>• <b>Certification of Limited Partnership</b> issued by Arizona Secretary of State</li> <li>• Trade Name Certificate, (if requesting DBA on account)</li> <li>• <b>Signature of all General Partners</b> for Authorization Designation</li> </ul>   |
| Corporation – For Profit**   | <ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Articles of Incorporation</b>, stamped and recorded by Arizona Corporation Commission or Annual Report</li> <li>• <b>Good Standing verification(ecorp.azcc.gov)</b></li> <li>• Trade Name Certificate, (if requesting DBA on account)</li> <li>• <b>Signature of Corporate Secretary</b> for Authorization Designation</li> </ul>   |
| Corporation – Non-Profit**   | <ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Articles of Incorporation</b>, stamped and recorded by Arizona Corporation Commission or Annual Report</li> <li>• <b>Good Standing verification (ecorp.azcc.gov)</b></li> <li>• Trade Name Certificate, (if requesting DBA on account)</li> <li>• <b>Signature of Corporate Secretary</b> for Authorization Designation</li> </ul>  |
| Limited Liability Company(LLC)**                                   | <ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Articles of Organization</b>, listing all members/managers, stamped and recorded by Arizona Corporation Commission.</li> <li>• <b>Good Standing verification(ecorp.azcc.gov)</b></li> <li>• Trade Name Certificate, (if requesting DBA on account)</li> <li>• <b>Signature of all LLC Members (for Member managed LLC)</b> on Authorization Designation</li> <li>• <b>Signature of all LLC Managers (for Manager managed LLC)</b> on Authorization Designation</li> </ul>   |
| Unincorporated Organizations & Associations                        | <ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Letter or meeting minutes on organization's letterhead and By-Laws</b> containing official name of organization, address, telephone contact information for officers of organization, and authorized signers to be on account</li> <li>• <b>Certification of Tax ID Number</b></li> <li>• Trade Name Certificate, (if requesting DBA on account)</li> <li>• <b>Official Recognition Document</b> for U of A, Pima College and DMAFB organizations &amp; or National type organizations</li> <li>• <b>Minimum of two (2) signers</b> required for this account</li> <li>• <b>501c3</b> - If organization/association is non-profit.</li> </ul> |
| AZ IOLTA   | <ul style="list-style-type: none"> <li>• Appropriate Identification</li> </ul>                                    | <ul style="list-style-type: none"> <li>• <b>Notice to Financial Institution</b></li> <li>• <b>Must open an operating account with Vantage West.</b></li> </ul>  |
| Trusts   | <ul style="list-style-type: none"> <li>• Appropriate Identification for all Trustees*</li> <li>• TIN #</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Certificate of Trust Existence or Trust document</b></li> <li>• Only Trustees can be signers on Trust accts.</li> </ul>   |

**\*Appropriate Identification=** 2 valid forms of ID, one of which must be government-issued photo ID (such as state driver's license), and one other ID (such as a 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 business to transact business in Arizona will be required.