



## Business Account Documentation – Customers’ Reference Guide

BUSINESS STRUCTURE	TAX ID NUMBER FOR IRS REPORTING	✓	DOCUMENTATION
<b>Limited Liability Company</b>	EIN of Business	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Articles of Organization ♦ Operating Agreement ♦ Secretary of State Filing Report*
<b>Single Member LLC Member/Manager</b>	SSN Of Sole Member Or EIN	<input type="checkbox"/> <input type="checkbox"/>	Articles of Organization ♦ Secretary of State Filing Report*
<b>Sole Proprietor (DBA)</b>	SSN of Sole Proprietor	<input type="checkbox"/>	Trade Name Certificate Recorded in the town in which the individual does business
<b>Organization DBA Another Organization</b>	EIN of the Corporation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Trade Name Certificate Certificate of Incorporation or Articles Of Organization ♦ Secretary of State Filing Report*
<b>Corporation</b>	EIN of Legal Entity	<input type="checkbox"/> <input type="checkbox"/>	Secretary of State Filing Report* Certificate of Incorporation ♦
<b>General Partnership</b>	EIN of Legal Entity	<input type="checkbox"/>	Partnership Agreement ♦
<b>Limited Partnership</b>	EIN of Legal Entity	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Partnership Agreement ♦ Certificate of Limited Partnership Secretary of State Filing Report*
<b>Limited Liability Partnership</b>	EIN of Legal Entity	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Partnership Agreement ♦ Certificate of Limited Partnership Secretary of State Filing Report*



**Business Account Documentation – Customers’ Reference Guide**

<b>Unincorporated Association i.e., Religious, Charitable, Scholarship</b>	<b>EIN</b> of Association or Organization	<input type="checkbox"/>	Organizations By-Laws, Meeting Minutes, or Letter of Permission
<b>Recreation, Fund or Club Accounts</b>	<b>EIN</b> of Club Association	<input type="checkbox"/>	Organizations By-Laws, Meeting Minutes, or Letter of Permission
<b>Estate Account</b>	<b>EIN</b> of Estate	<input type="checkbox"/> <input type="checkbox"/>	Certified Copy of Order (Probate) Document Naming Executor  Certified copy of Death Certificate
<b>Trust Account</b>	<b>EIN</b> of Trust or <b>SS#</b> of living owner	<input type="checkbox"/>	Trust Agreement
<b>Municipality</b>	<b>EIN</b> of Town/City		N/A

\*Secretary of State Filing Report – Report may be filed online at <https://www.concord-sots.ct.gov/CONCORD/customer>

An EIN Tax ID Number may be obtained free of charge, from the IRS: online, by fax, or by phone - more information on the [IRS Website](#).

♦ As a best practice most businesses will consult an attorney to obtain the document(s).