Business Account Checklist

**Sole Proprietorship**
- Copy of Certificate of Person Conducting Business Under Assumed Name filed with county in which they are doing business (DBA)*
- Individual’s Social Security Number

**Club/Organization** (Unincorporated Associations)
- Organizational or formation documents (if applicable)
- EIN of club or parent organization

For campaign committees:
- Articles of Organization for candidate Committee
- EIN*

**General Partnership**
- Copy of Certificate of Partnership filed with county in which Partnership is doing business
- Partnership Agreement (signed)
- EIN*

**LLC or PLLC**
- Copy of Articles of Organization with all amendments, including any assumed names, as filed with the State of Michigan
- Operating Agreement (signed)
- EIN* (if multi- or single-member with employees)

**Limited Partnership LP, LLP, or PLLP**
- Copy of Certificate of Limited Partnership with all amendments, including any assumed names, as filed with the State of Michigan
- Agreement of Limited Partnership (signed)
- EIN*

**Corporations** (Profit & Non-Profit)
- Copy of Articles of Incorporation with all amendments, including any assumed names, as filed with the State of Michigan
- Bylaws
- EIN*

*EIN: Employer Identification Number issued by the Internal Revenue Service

Learn more at laketrust.org/business