

Commercial 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 (FEIN* - If business is under a name other than the owner's name.)

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)
- FEIN* (if multi- or single- member with employees)

Club/Organization

(Unincorporated Associations)

- Organizational or formation documents (if applicable)
- FEIN of club or parent organization

For campaign committees:

- Articles of Organization for candidate Committee
- FEIN*

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)
- FEIN*

Corporations (Profit & Non-Profit)

- Copy of Articles of Incorporation with all amendments, including any assumed names, as filed with the State of Michigan
- Bylaws
- FEIN*

General Partnership

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

*FEIN: Federal Employer Identification Number issued by the Internal Revenue Service



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