

BUSINESS ACCOUNTS – DOCUMENTATION REQUIRED

CORPORATION

Your entity was incorporated under state law.

- TIN/EIN*
- Certificate of Incorporation
- Company Resolution/By-Laws (see Minutes section below if you do not have an established Resolution/By-Laws)
 - Minutes (must include establishment of bank account and who is authorized to sign) signed by someone with authority. A blank resolution can then be provided to you to be signed by officers and attested to.
- Identifying information of owners and/or controller**

LIMITED LIABILITY COMPANIES (LLC)/ PROFESSIONAL LIMITED LIABILITY COMPANIES (PLLC'S)

Legal entity formed under the limited liability company statutes.

- TIN/EIN*
- Certificate of LLC
- Operating Agreement (see below if you do not have an established Operating Agreement)
 - A blank resolution can be provided to you to be signed by Members and attested to. Minutes, signed by someone with authority, may be requested if ownership or signing authority is unclear.
- Identifying information of owners and/or controller**

PARTNERSHIP (GENERAL OR LIMITED)

Your entity is formed by two or more individuals or businesses and depending on partnership may be established by agreement or state statute.

GENERAL

- TIN/EIN*
- Certificate of Partnership OR Trade Name Report (if not filed as a Partnership and all partner names are not identified in the partnership title)
- Partnership Agreement (see below if you do not have an established Partnership Agreement)
 - A blank resolution can be provided to you to be signed by all Partners. Minutes, signed by someone with authority, may be requested if ownership or signing authority is unclear.
- Identifying information of all partners**

LIMITED

- TIN/EIN*
- Certificate of Partnership
- Partnership Agreement (see below if you do not have an established Partnership Agreement)
 - A blank resolution can be provided to you to be signed by all Partners. Minutes, signed by someone with authority, may be requested if ownership or signing authority is unclear.
- Identifying information of all partners**

UNINCORPORATED ASSOCIATION

Your entity is formed as a club or organization that is not a sole proprietorship, LLC, partnership or corporation.

- TIN/EIN*
- Trade Name Report
- By-Laws (see below if you do not have established By-Laws)
 - Minutes, signed by someone with authority, may be requested if signing authority is unclear.
- Identifying information on all authorized signers**
- An Unincorporated Association Depository Agreement will be printed with account documentation for all Signers to sign

*If you do not have a TIN/EIN number assigned by the IRS you may call 1-800-829-4933 or go online at www.irs.gov.

**Required information: Full legal name, mailing address, physical address, date of birth and Social Security Number. Government issued photo ID's may be required for Owners, Controllers, and Authorized Signers.

All entities, with limited exceptions, must be registered within the state they conduct business. If you have not registered your entity, you can call (405) 521-4211 or go online at www.sos.ok.gov for the state of Oklahoma and www.sos.state.tx.us/corp/ for the state of Texas.

All commercial accounts will be subject to Account Analysis. More information can be obtained from a bank Customer Service Representative.

Thank you for inquiring with Shamrock Bank, N.A. for your account needs.

MEMBER FDIC