



The Following documents are required to open an account

Corporation Account

- Copy of Articles of Incorporation from Arizona Corporate Commission
- Copy of the Operating Agreement and/or By-Laws
- Verified on Arizona Corporate Commission's website that the business is in "Good Standing"
- Verified Trade Name on the Secretary of State's website (if using a DBA)
- EIN Letter from the IRS or previous year federal tax return
- Copy of Business License(s)

Sole Proprietor

- Verified Trade Name on the Secretary of State's website (if using a DBA)
- EIN Letter from the IRS or previous year federal tax return (unless using social security number as a DBA)
- Copy of Business License(s)

LLC: (Limited Liability Company)

- Copy of Articles of Organization from Arizona Corporate Commission
- Verified on Arizona Corporate Commission's website that the business is in "Good Standing"
- Verified Trade Name on the Secretary of State's website (if using a DBA)
- EIN Letter from the IRS or previous year federal tax return
- Copy of Business License(s)

Partnership Account

- Copy of Articles of Organization from Arizona Corporate Commission
- Copy of Partnership Agreement
- Verified on Arizona Corporate Commission's website that the business is in "Good Standing"
- Verified Trade Name on the Secretary of State's website (if using a DBA)
- EIN Letter from the IRS or previous year federal tax return
- Copy of Business License(s)

Association or Non Profit Organization

- Copy of By-Laws or charter and minutes
- EIN Letter from the IRS or previous year federal tax return (if a local chapter of national organization, the national EIN can be used with a letter of permission from the national organization)