



## **BUSINESS ACCOUNT CHECKLIST**

### **REQUIRED FOR ALL ENTITIES**

- ☐ Business Account Information & Questionnaire
- ☐ Montana secretary of state filings (except informal associations/clubs & campaign accounts)
- ☐ Copy of Driver's License for all authorized Signers & Business Owners

### **SOLE PROPRIETORSHIP**

- ☐ Montana secretary of State Registration for ABN (Assumed Business Name)
- ☐ SSN of the Owner

### **LIMITED LIABILITY COMPANY**

- ☐ Articles of Organization (Montana Secretary of State. If available legal Articles of Organization)
- ☐ Operating agreement – not required but include if available
- ☐ EIN Letter from IRS

### **CORPORATION – FOR PROFIT & NON-PROFIT**

- ☐ Articles of Incorporation (Montana Secretary of State. If available legal Articles of Incorporation)
- ☐ Bylaws – not required but include if available
- ☐ Resolutions – not required but include if available
- ☐ EIN Letter from IRS

### **PARTNERSHIPS**

- ☐ Certificate of Partnership (Montana Secretary of State)
- ☐ Limited or General Partnership Agreement
- ☐ EIN Letter from IRS

### **INFORMAL ASSOCIATIONS/CLUBS**

- ☐ Meeting Minutes designating authorized signers, directors, and officer of the organization
- ☐ EIN Letter from IRS

### **CAMPAIGN ACCOUNTS**

- ☐ Registration with Montana Commissioner of Political Practices
- ☐ EIN Letter from IRS
- ☐ Meeting Minutes designating authorized signers, directors, and officer of the campaign account