

ENTITY INFORMATION WORKSHEET

To update our records, please provide ALL of the information required below on each the Entity, **AS WELL AS ALL OF THE INDIVIDUAL INFORMATION FOR EACH INDIVIDUAL ACTING ON BEHALF OF THE ENTITY ACCOUNT.**

Entity Name: _____

Physical Address: _____

Mailing Address: _____

City: _____

State and Zip: _____

TIN#: _____

Business Phone #: _____

Nature of Business: _____

DOCUMENTARY REQUIREMENTS FOR ENTITIES

- JOINT VENTURE
 - a written agreement
 - TIN for EACH business

- SOLE PROPRIETORSHIP
 - Trade Name Certificate/Registration of Entity

- GENERAL PARTNERSHIP
 - Partnership agreement *or* application of TIN *or* Business License

- LIMITED PARTNERSHIP
 - Certificate of Limited Partnership

- CORPORATION
 - Certificate of Corporation
 - Articles of Corporation *or* By-laws *or* Operating Agreement
 - Letter of Minutes (if individuals not listed in operating agreement/articles)

- LIMITED LIABILITY COMPANY
 - Certificate of Limited Liability
 - Operating Agreement
 - Letter of Minutes if individual(s) is not listed within Operating Agreement

- ASSOCIATION/ NON-PROFIT ORGANIZATION
 - Certificate of Non-Profit *OR Organizational Agreement* *or* application of TIN *OR* letter from IRS *OR* government office awarding tax exempt
 - Letter of Minutes

- ESTATE
 - A certified copy of the court order naming the personal representative

- TRUST
 - Trust Agreement (written certification of the trust's terms)