

# Business Documentation Checklist

\*SUBMIT APPLICABLE DOCUMENTATION WITH COPY OF DRIVERS LICENSE FOR ALL OWNERS and AUTHORIZED SIGNERS

\*ALL RESOLUTIONS TO BE EXECUTED ON BOFI FEDERAL BANK STANDARD RESOLUTION FORM

Sole Proprietor		Limited Liability Company (LLC)	
1.	SSN of Individual Owner(s) or EIN	1.	Operating Agreement
2.	Filed Fictitious Business Name Statement (Required if full legal name is not in the account title)	2.	Articles of Organization and All Amendments
3.	Proof of Publication of Fictitious Business or Trade Name Lic.	3.	Certificate of Good Standing (if applicable)
4.	IRS (SS-4 or 147 c Letter) for confirmation of EIN	4.	IRS (SS-4 (single member LLC may use SSN ) or 147 c
5.	Sole Proprietor Resolution	5.	*Resolution (executed by all members)
		6.	Filed Fictitious Business Name Statement (if applicable)
		7.	Statement of Information (State Filing- if applicable, Show active Manager(s))
Corporation – For Profit		Corporation – Non-Profit	
1.	Articles of Incorporation and All Amendments	1.	Articles of Incorporation and All Amendments
2.	Bylaws (if Articles of Incorporation does not state Powers of the Officers)	2.	Bylaws (if Articles of Incorporation does not state Powers of the Officers)
3.	IRS (SS-4 or 147 c Letter) for confirmation of EIN	3.	*Corporate Resolution
4.	*Corporate Resolution	4.	Statement of Information - (State Filing - if applicable)
5.	Statement of Information - (State Filing - if applicable)	5.	Certificate of Corporate Status (if applicable)
6.	Meeting Minutes with list of Current Active Officers (Most Recent)	6.	Meeting Minutes with list of Current Active Officers (Most Recent)
7.	Certificate of Qualification (if applicable)	7.	Certificate of Qualification (if applicable)
8.	Certificate of Corporate Status (if applicable)	8.	SS-4 or IRS (147 c Letter) for confirmation of EIN
9.	Filed Fictitious Business Name Statement (if applicable)	9.	Letter from IRS of 501 – C-3 status
General Partnership		Limited Partnership or LLP	
1.	General Partnership Agreement and All Amendments	1.	Limited Partnership or LLP Agreement and All Amendments
2.	*Resolution (executed by all general partners)	2.	*Resolution (executed by all partners).
3.	Filed Fictitious Business Name Statement (if applicable)	3.	Filed Fictitious Business Name Statement (if applicable)
4.	IRS (SS-4 (single member LLC may use SSN ) or 147 c Letter) for confirmation of EIN	4.	Certificate of Limited or Limited Liability Partnership filed with the State
		5.	IRS (SS-4 or 147 c Letter) for confirmation of EIN
Association/HOA			
1.	Articles of Incorporation and All Amendments	7.	Certificate of Qualification (if applicable)
2.	Articles of Organization or Association (If not Incorporated)	8.	Certificate of Corporate Status (if applicable)
3.	Bylaws (if Articles of Incorporation does not state Powers of the Officers)	9.	Property Management Contract Agreement (if applicable)
4.	*Resolution (authorizing officers to open, close, deposit and sign checks for HOA or Association)	10.	IRS (SS-4 or 147 c Letter) for confirmation of EIN
5.	Statement of Information - (State Filing - if applicable)	11.	Letter from IRS of 501– C 3 (if applicable)
6.	Meeting Minutes with list of Current Active Officers (Most Recent)		

