

Business Membership Document Checklist

All business applicants are required to provide identifying information for the owners and all signers on the account. That will include government-issued photo IDs and authorization for a credit check. Applicants should refer to an accountant or attorney for advice on setting up their business entities.

Business documentation required by Affinity Plus varies by entity type:

Sole Proprietorship:

Certificate of Assumed Name (if registered with the SOS)
Copy of EIN letter from the IRS (if using EIN instead of SSN)

Limited Liability Company (LLC):

Certificate of Organization
Articles of Organization
Operating Agreement (if available)
Certificate of Assumed Name (if using DBA)
Copy of EIN letter from the IRS (single owner with no employees can use SSN instead of EIN)

Corporation:

Certificate of Incorporation
Articles of Incorporation
Certificate of Assumed Name (if using DBA)
Copy of EIN letter from the IRS

Nonprofit Corporation:

Certificate of Incorporation
Articles of Incorporation
Certificate of Assumed Name (if using DBA)
Copy of Tax Exempt Acceptance letter from the IRS

General Partnership:

Certificate of Assumed Name
Partnership Agreement
Copy of EIN letter from the IRS

Limited Partnership:

Certificate of Limited Partnership
Partnership Agreement
Copy of EIN letter from the IRS

Limited Liability Partnership:

Statement of Qualification
Partnership Agreement
Copy of EIN letter from the IRS

Unregistered Organization/Club:

Meeting minutes
Copy of EIN letter from the IRS