

Ownership Type	Documentation Needed
Sole Proprietor (an unincorporated business owned by one individual or a husband and wife)	<ol style="list-style-type: none"> 1. Certificate of Assumed Business Name (DBA form) Filed with the ID Secretary of State -AND- 2. Employer Identification Number (EIN) Required only if business is not using sole proprietor's SSN
General Partnership (an unincorporated business owned by two or more people)	<ol style="list-style-type: none"> 1. Statement of Partnership Authority Filed with the ID Secretary of State -AND- 2. Employer Identification Number (EIN)
Limited Liability Company (LLC) (a special kind of company that shares characteristics of a corporation and a partnership)	<ol style="list-style-type: none"> 1. Certificate of Organization Must contain "Filed" and Date Stamp from ID Secretary of State -AND- 2. Operating Agreement -AND- 3. Employer Identification Number (EIN)
Limited Liability Partnership (LLP) Limited Partnership (LP) (these entities are neither LLC's or or General Partnerships)	<ol style="list-style-type: none"> 1. Statement of Qualification of Limited Liability Partnership -OR- 2. Certificate of Limited Partnership Must contain "Filed" and Date Stamp from ID Secretary of State -AND- 3. Partnership Agreement -AND- 4. Employer Identification Number (EIN)
Corporation (Inc.) (an entity created by law, limiting liability to corporate assets. Ownership is evidenced by shares of stock and operated officers elected by a Board of Directors)	<ol style="list-style-type: none"> 1. Articles of Incorporation with WA Unified Business Identifier (UBI number) Must contain "Filed", File #, and Date Stamp from ID Secretary of State -AND- 2. Corporation Bylaws -AND- 3. Employer Identification Number (EIN)
Association/Union Account (an organization of two or more persons organized to promote a common interest)	<ol style="list-style-type: none"> 1. Unincorporated Nonprofit Association Appointment of Agent for Service of Process Must contain Assoc. # and Date Stamp from ID Secretary of State -AND- 2. Association or Union Bylaws -AND- 3. Employer Identification Number (EIN)
Engine House Account (Fire Station House Dues Account)	<ol style="list-style-type: none"> 1. Copy of Bylaws (if they exist) -AND- 2. Completed Engine House Membership Agreement (with Captain's Signature) -AND- 3. Employer Identification Number (EIN)
Additional Documents (Optional)	<ol style="list-style-type: none"> 1. Copy of 501C Documentation (Certificate as a Non-Profit) 2. Foreign Registration Statement (Non-ID Corp doing business in ID) Must be accompanied by an <i>original</i> certificate of corporate status from the corporation's home state, dated within 90 days of filing

Miscellaneous

Should any documentation be provided by a member to open a business account that does not fit within the documents identified in this New Business Account Documentation Guide, escalate to the Director Regional Offices for further review and approval (if sufficient for purposes of opening the account).

Business Registration Forms

1. **Assumed Business Name (ABN)** <https://sos.idaho.gov/corp/2015/ABN2015%20FILL%20v2.pdf>
2. **Statement of Partnership Authority** https://sos.idaho.gov/corp/general_partnership_form.html
3. **Articles of Incorporation** <https://sos.idaho.gov/corp/2015/Art%20of%20Incorp%20General%202015%20FILL.pdf>
4. **Articles of Incorporation (nonprofit)** <https://sos.idaho.gov/corp/2015/Art%20of%20Incorp%20nonprofit%202015%20FILL.pdf>
5. **Certificate of Organization (LLC)** <https://sos.idaho.gov/corp/2015/LLC%20Cert%20org%202015%20FILL.pdf>
6. **Certificate of Limited Partnership** <https://sos.idaho.gov/corp/2015/LP%202015%20FILL.pdf>
7. **Statement of Qualification of LLP** <https://sos.idaho.gov/corp/2015/LLP%202015%20FILL.pdf>
8. **Unincorporated Nonprofit Association Appointment of Agent** https://sos.idaho.gov/corp/acro4/unincorporated_np.pdf
8. **Foreign Registration Statement** <https://sos.idaho.gov/corp/2015/Foreign%20reg%20statement%202015%20FILL.pdf>

Idaho Business Websites

1. **ID Search for Business Entities** <https://sospbiz.idaho.gov/search/business>
2. **Secretary of State** <https://sos.idaho.gov/>
3. **Idaho Business Portal** <https://business.idaho.gov/>