

**Ownership Type**
**Documentation Needed**
**Sole Proprietor**

(an unincorporated business owned by one individual or a husband and wife)

**1. Information that would be required for an individual account holder**

New Mexico does require or permit the registration or filing of fictitious business names.

-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)

**1. Partnership Agreement**

-AND-

**2. General Partnership Registration Form**

Filed with and accepted by New Mexico Secretary of State.

-AND-

**3. Employer Identification Number (EIN)**
**Limited Liability Company (LLC)**

(a special kind of company that shares characteristics of a corporation and a partnership)

**1. Articles of Organization**

Must contain "Filed" from NM Secretary of State

-AND-

**2. Operating Agreement**

-AND-

**3. Good Standing Certificates and Certificate of Status**

-AND-

**4. Employer Identification Number (EIN)**
**Limited Partnership (LP)**
**Limited Liability Partnership (LLP)**
**Limited Liability Limited Partnership (LLLP)**

(these entities are neither LLC's or or General Partnerships)

**1. Partnership Agreement**

-AND-

**2. Limited Liability Partnership Registration (LLP Only)**

Must contain "Filed" from NM Secretary of State

**New Mexico Limited Liability Limited Partnership Registration (LLLP)**

Must contain "Filed" from NM Secretary of State

-AND-

**3. Employer Identification Number (EIN)**
**Foreign Partnerships (filed with New Mexico Secretary of State), and**

Foreign Limited Partnership Registration

Foreign Limited Liability Partnership Annual Report

Foreign Limited Liability Limited Partnership Registration

Foreign Limited Liability Partnership Registration

**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)

**1. Articles of Incorporation**

Must contain "Filed" from NM Secretary of State

-AND-

**2. Good Standing Certificate and Certificate of Status**

-AND-

**3. Corporation Bylaws**

-AND-

**4. Employer Identification Number (EIN)**

**Association/Union Account**  
(an organization of two or more persons organized to promote a common interest)

- 1. Registration of the Association with the appropriate governing entity or Articles of Association**
- AND-
- 2. Employer Identification Number (EIN)**
- 3. By-laws may be used in place of Articles of Association and/or registration of the association with the appropriate governing entity.**

**Engine House Account**  
(Fire Station House Dues Account)

- 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)**

- 1. Copy of 501C Documentation (Certificate as a Non-Profit)**

**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).