

| Ownership Type                                                                                                                                                                                   | Documentation Needed                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Sole Proprietor</b><br>(an unincorporated business owned by one individual or a husband and wife)                                                                                             | <b>1. Trade Name Registration</b><br>Must contain "Filed" and Date Stamp from AZ Secretary of State<br>Required if business name does not have first and last name of member<br>-AND-<br><b>2. Employer Identification Number (EIN)</b><br>Required only if business is not using sole proprietor's SSN                                                      |
| <b>General Partnership</b><br>(an unincorporated business Owned by two or more people)                                                                                                           | <b>1. Partnership Agreement</b><br>-AND-<br><b>2. Trade Name Registration</b><br>Must contain "Filed" and Date Stamp from AZ Secretary of State<br>Required if partnership does not include both members' first/last names<br>-AND-<br><b>3. Employer Identification Number (EIN)</b>                                                                        |
| <b>Limited Liability Company (LLC)</b><br>(a special kind of company that shares characteristics of a corporation and a partnership)                                                             | <b>1. Articles of Organization</b><br>Must contain "Filed" and Date Stamp from Arizona Corporation Commission<br>-AND-<br><b>2. Manager Structure Attachment</b><br>Must be filed with Arizona Corporation Commission and contain the names of managers and/or members who are authorized to sign<br>-AND-<br><b>3. Employer Identification Number (EIN)</b> |
| <b>Limited Partnership (LP)</b><br><b>Limited Liability Partnership (LLP)</b><br>(these entities are neither LLC's or or General Partnerships)                                                   | <b>1. Certificate of Limited Partnership (LP Only)</b><br>Must contain "Filed" and Date Stamp from Arizona Corporation Commission<br><b>Statement of Qualification (LLP Only)</b><br>-AND-<br><b>2. Annual Report (both LP and LLP)</b><br>-AND-<br><b>3. Employer Identification Number (EIN)</b>                                                           |
| <b>Corporation (Inc.)</b><br>(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) | <b>1. Articles of Incorporation including Certificate</b><br>Filed with the Arizona Corporation Commission<br>-AND-<br><b>2. Corporation Annual Report and Certificate of Disclosure</b><br>-AND-<br><b>3. Corporation Bylaws</b><br>-AND-<br><b>4. Employer Identification Number (EIN)</b>                                                                 |
| <b>Association/Union Account</b><br>(an organization of two or more persons organized to promote a common interest)                                                                              | <b>1. Registration of the Association with the appropriate governing entity or Articles of Association</b><br>-AND-<br><b>2. Employer Identification Number (EIN)</b><br><b>3. By-laws may be used in place of Articles of Association and/or registration of the association with appropriate governing entity.</b>                                         |

**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).

**Arizona Website**

1. Arizona Corporation Commission <https://ecorp.azcc.gov/EntitySearch/Index>
2. Arizona Secretary of State <https://azsos.gov/business/corporations>