

Ownership Type	Documentation Needed
Sole Proprietor (an unincorporated business owned by one individual or a husband and wife)	1. Fictitious Firm Name Filed with the County Clerk of each county in which business is conducted -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. Fictitious Firm Name Filed with the County Clerk of each county in which business is conducted Required if partnership does not include both members' first/last names -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. Limited Liability Articles of Organization Must contain "Filed" and Date Stamp from NV Secretary of State -AND- 2. Initial/Annual List of Officers and Directors Must contain "Filed" and Date Stamp from NV Secretary of State Required for domestic and foreign LLC's -AND- 3. Employer Identification Number (EIN) -AND- 4. Application for Registration of Foreign LLC Only for Non-Nevada LLC's.
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. Certificate of Limited Partnership (LP Only) Must contain "Filed" and Date Stamp from NV Secretary of State Certificate of Registration (LLP and LLLP) Must contain "Filed" and Date Stamp from NV Secretary of State -AND- 3. Initial/Annual List of General Partners and State Business License (LP, LLLP) Must contain "Filed" and Date Stamp from NV Secretary of State Initial/Annual list of Managing Partners and State Business License (LLP Only) Must contain "Filed" and Date Stamp from NV Secretary of State -AND- 3. 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)	1. Articles of Incorporation including Certificate Must contain "Filed", File # and Date Stamp from NV Secretary of State -AND- 2. Initial/Annual List of Officers and Directors -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)**
- 2. Close Corporations: Close Corporation Articles of Incorporation**
- 3. Non-Profit Corporations**
Non-profit Articles of Incorporation
Articles of Incorporation Nonprofit Cooperative Corporation Without Stock
Cooperative Association Articles of Association

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).