

Ownership Type	Documentation Needed
Sole Proprietor (an unincorporated business owned by one individual or a husband and wife)	1. Assumed Business Name Registration (DBA Form) Registered with Business Registry (OR Secretary of State) Required if business name does not have first, middle, and last name of member -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. Assumed Business Name Registration (DBA Form) Registered with Business Registry (OR Secretary of State) Required if partnership does not include real and true name of all partners -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" and Date Stamp from Business Registry/OR 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)	1. Application for Registration (LLP) or Certificate of Limited Partnership (LP) Must contain "Filed" and Date Stamp from Business Registry/OR Secretary of State -AND- 2. Partnership Agreement -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 Business Registry/OR Secretary of state Certificate is issued upon filing articles – File # must match # on Articles -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)	1. Association or Union Bylaws -AND- 2. Meeting Minutes with Elected Officers -AND- 3. Employer Identification Number (EIN)
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. Application for Authority to Transact Business (Non-OR Corp doing business in OR)
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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	http://sos.oregon.gov/business/Documents/business-registry-forms/abn-new.pdf
2. Articles of Incorporation	http://sos.oregon.gov/business/Documents/business-registry-forms/dbc-articles.pdf
3. Articles of Incorporation (nonprofit)	http://sos.oregon.gov/business/Documents/business-registry-forms/np-articles.pdf
4. Articles of Organization (LLC)	http://sos.oregon.gov/business/Documents/business-registry-forms/llc-articles.pdf
5. Certificate of Limited Partnership	http://sos.oregon.gov/business/Documents/business-registry-forms/lp-certificate.pdf
6. Application for Registration (LLP)	http://sos.oregon.gov/business/Documents/business-registry-forms/llp-appl.pdf
7. Application for Authority to Transact Business	http://sos.oregon.gov/business/Documents/business-registry-forms/fbc-authority.pdf

Oregon Business Websites

1. Business Name Search	http://egov.sos.state.or.us/br/pkg_web_name_srch_inq.login
2. Business Xpress-One Stop for Oregon Business	http://www.oregon.gov/business/Pages/index.aspx
3. License Directory	https://apps.oregon.gov/sos/licensedirectory
4. Secretary of State	http://sos.oregon.gov/business/Pages/business-information-center.aspx