

Corporations

- a. EIN Certification (copy of letter from IRS assigning EIN)
- b. Copy of the Bylaws
- c. Filed copy of the entity's Articles of Incorporation <https://cofs.lara.state.mi.us/corpweb/CorpSearch/CorpSearch.aspx>
- d. Certificate of Incorporation
- e. Copy of Certificate of Assumed Name registration (if operating under a different name than the legal entity filed with the Bureau)

Limited Liability Companies

- a. EIN Certification (copy of letter from IRS assigning EIN), unless opened under Social Security Number
- b. Operating Agreement (not required if the LLC is a "Sole Member")
- c. Filed Copy of the entity's Articles of Organization <https://cofs.lara.state.mi.us/corpweb/CorpSearch/CorpSearch.aspx>
- d. Copy of Certificate of Assumed Name registration (if operating under a different name than the legal entity filed with the Bureau)

Limited Liability Partnerships

- a. EIN Certification (copy of letter from IRS assigning EIN)
- b. Copy of Operating Agreement <https://cofs.lara.state.mi.us/corpweb/CorpSearch/CorpSearch.aspx>
- c. Copy of Certificate of Assumed Name registration (If operating under a different name than the legal entity filed with the Bureau)

Partnerships

- a. EIN Certification (copy of letter from IRS assigning EIN)
- b. Filed Copy of the Partnership <https://cofs.lara.state.mi.us/corpweb/CorpSearch/CorpSearch.aspx>
- c. Copy of Certificate of Assumed Name registration (If operating under a different name than the legal entity filed with the Bureau)

Sole Proprietor

- a. EIN Certification (copy of letter from IRS assigning EIN- UNLESS opened under Sole Proprietor's social security number)
- b. DBA (Doing Business As) document from the county clerk in which the business is located

Organizations/Associations

- a. EIN Certification (copy of letter from IRS assigning EIN)
- b. Signed meeting minutes or letter of authority (must be on Organization's letterhead) naming who may conduct financial business