



ACCOUNT DOCUMENTATION CHECKLIST

Sole Proprietorship Accounts

- ☐ Social Security Number
- ☐ Assumed Name Certificate (filed by the County)

Campaign Accounts

- ☐ EIN
- ☐ Appointment of Campaign Treasurer by Candidate ³
- ☐ Committee Minutes (if applicable)

Partnership (General & Joint) Accounts

- ☐ EIN
- ☐ Assumed Name Certificate
- ☐ Partnership Agreement

Limited Liability Partnership (LTD/LP) Accounts

- ☐ EIN
- ☐ Certificate of Filing¹
- ☐ Certificate of Limited Partnership/Formation²
- ☐ Partnership Agreement
- ☐ Assumed Name Certificate (if applicable)²
- ☐ Certificate of Authority for Non-Texas (if applicable)¹

IOLTA Accounts

- ☐ EIN
- ☐ IOLTA Notice Form⁴
- ☐ Documentation required for type of account

Professional Association (PA) Accounts

- ☐ EIN
- ☐ Articles of Association/Formation²
- ☐ Certificate of Association/Filing¹
- ☐ Assumed Name Certificate (if applicable)
- ☐ Certificate of Authority for Non-Texas (if applicable)¹

Non-Profit Organization

- ☐ EIN
- ☐ Minutes
- ☐ By-Laws or Charter
- ☐ Association Resolution

Limited Liability Company (LLC/LC) Accounts

- ☐ EIN (or SSN if Single Member LLC)
- ☐ Minutes
- ☐ Certificate of Organization/Filing¹
- ☐ Articles of Organization/Formation²
- ☐ Assumed Name Certificate (if applicable)²
- ☐ Certificate of Authority for Non-Texas (if applicable)¹

Corporation (For Profit) Accounts

- ☐ EIN
- ☐ Minutes
- ☐ Certificate of Incorporation/Filing¹
- ☐ Articles of Incorporation/Formation²
- ☐ Certificate of Account Status
- ☐ Assumed Name Certificate (if applicable)²
- ☐ Certificate of Authority for Non-Texas (if applicable)¹

Corporation (Not For Profit) Accounts

- ☐ EIN
- ☐ Minutes
- ☐ Certificate of Incorporation/Filing¹
- ☐ Articles of Incorporation/Formation²
- ☐ Certificate of Account Status
- ☐ Assumed Name Certificate (if applicable)²
- ☐ Certificate of Authority for Non-Texas (if applicable)¹
- ☐ IRS form 501 (C-3)

Trust Accounts

- ☐ Trust EIN or TIN of Grantor
- ☐ Memorandum of Trust or Trust Account Certification

Estate Accounts

- ☐ EIN of Estate
- ☐ Death Certificate
- ☐ Letters of Testamentary/Letters of Administration

¹ Issued by the Secretary of State

² Filed with the Secretary of State

³ Issued by the Texas Ethics Commission

⁴ Texas Access to Justice Foundation