

## Documents Required to Open Account for Missouri Business

<b>Business Type:</b>	<b>Documentation Required:</b>
<b>Sole Proprietorship</b>	<ul style="list-style-type: none"> <li>• <b>Registration of Fictitious Name</b> with file number-stamped and dated</li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS <u>or</u> proof of <b>Social Security Number</b></li> <li>• <b>Appropriate Identification</b> also required to validate the following:               <ul style="list-style-type: none"> <li>• Name of Individual</li> <li>• Date of Birth of Individual</li> <li>• Address of Individual</li> <li>• Social Security Number</li> </ul> </li> </ul>
<b>Two or more individuals in business together</b>	<ul style="list-style-type: none"> <li>• <b>Registration of Fictitious Name Certificate listing both owners</b></li> <li>• <b>Partnership Agreement</b> is required. It does <u>not</u> need to be filed with the state.</li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS</li> <li>• <b>Appropriate Identification</b> also required to validate the following:               <ul style="list-style-type: none"> <li>• Name of Individual</li> <li>• Date of Birth of Individual</li> <li>• Address of Individual</li> <li>• Social Security Number</li> </ul> </li> </ul>
<b>Corporations</b>	<ul style="list-style-type: none"> <li>• <b>Articles of Incorporation</b> with file number-stamped and dated</li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS</li> <li>• <b>Appropriate identification</b> for <u>all signers on account</u> <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Address</li> <li>○ Social Security Number</li> <li>○ Date of Birth</li> </ul> </li> </ul>
<b>Limited Liability Company (LLC)</b>	<ul style="list-style-type: none"> <li>• <b>Articles of Organization</b> with file number-stamped and dated</li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS</li> <li>• <b>Appropriate identification</b> required for <u>all signers on account</u> <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Date of Birth</li> <li>○ Address</li> <li>○ Social Security Number</li> </ul> </li> </ul>

<p><b>General Partnership (GP),</b></p> <p><b>Limited Partnership (LP),</b></p> <p><b>Limited Liability Partnerships (LLP) or</b></p> <p><b>Limited Liability Limited Partnership (LLLP)</b></p>	<ul style="list-style-type: none"> <li>• <b>Appropriate Partnership Agreement</b> <ul style="list-style-type: none"> <li>○ <b>If</b> a General Partnership (GP) a Certificate of Partnership. It does <u>not</u> need to be filed with the state</li> <li>○ <b>If</b> Limited Partnership (LP) or Limited Liability Partnership (LLP) or Limited Liability Limited Partnership (LLLP) an appropriately file number-stamped and dated Partnership Agreement is required</li> </ul> </li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS</li> <li>• <b>Registration of Fictitious Name Certificate</b> for Partnership</li> <li>• <b>Appropriate identification</b> required for <u>all signers on account</u>: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Date of Birth</li> <li>○ Address</li> <li>○ Social Security Number</li> </ul> </li> </ul>
<p><b>Non-profit Organizations</b></p>	<ul style="list-style-type: none"> <li>• <b>Articles of Incorporation</b> for an incorporated non-profit organization <b>or</b></li> <li>• <b>Articles of Assocation</b> for an unincorporated non-profit organization- this is not filed with the state</li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS</li> <li>• <b>Appropriate identification</b> required on <u>all signers on account</u>: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Date of Birth</li> <li>○ Address</li> <li>○ Social Security Number</li> </ul> </li> </ul>

**Missing EIN Certificate?**

Contact the IRS at 1-800-829-4933. An IRS Representative will validate the EIN number and fax or mail a note to the owner of the EIN number on IRS letterhead confirming the EIN number.

**Missing Articles or Fictitious Name Certificate or Other Organizational Documents?**

- These documents may be retrieved on the sos.mo.gov website