

Business Account Checklist

To help prepare you for your Business Account application, here is some basic information and items you will need to provide.

LIMITED LIABILITY COMPANY (LLC)

- Articles of Organization with Certificate of Filing or Certificate of Formation
- EIN Confirmation Letter
- Out of State – Limited Liability Company Application for Registration
- State Filed Assumed Name Certificate if the business is conducting business under a different business name
- LLC Operating Agreement

SOLE PROPRIETORSHIP

- State Filed Assumed Name Certificate (NH)
- City/Town Name Registration (ME)
- EIN Confirmation Letter if applicable

CORPORATION (FOR PROFIT)

- Articles of Incorporation or Certificate of Formation
- EIN Confirmation Letter
- Out of State For-Profit Corporation – For-Profit Corporation Application for Registration
- State Filed Assumed Name Certificate if the business is conducting business under a different business name

NONPROFIT (ORG, UNINCORP, ASSOC)

- Appointment of Statutory Agent or State Filed Assumed Name Certificate (NH)
- EIN Confirmation Letter
- 501(c)(3) determination letter or form 990

CORPORATION (NON-PROFIT)

- Articles of Incorporation or Certificate of Formation
- EIN Confirmation Letter
- Out of State Non-Profit Corporation – Non-Profit Corporation Application for Registration
- State Filed Assumed Name Certificate if business is conducting business under a different business name
- 501(c)(3) determination letter or form 990

GENERAL PARTNERSHIP

- Partnership Agreement, Joint Venture Agreement or State Filed Assumed Name Certificate
- EIN Confirmation Letter

LIMITED PARTNERSHIP (LP, LTD)

- Partnership Agreement with Certificate of Filing (Certificate of LP) or Certificate of Formation
- EIN Confirmation Letter
- Out of State LPs-Limited Partnership Application for Registration
- State Filed Assumed Name Certificate if the business is conducting business under a different name

LIMITED PARTNERSHIP (LLP LLLP)

- Partnership Agreement with Certificate of Filing (Certificate of LP) or Certificate of Formation
- EIN Confirmation Letter
- Out of State LLPs-Application for Registration of a Foreign LLP
- State Filed Assumed Name Certificate if business is conducting business under a different business name

PROFESSIONAL CORPORATION

- Articles of Incorporation or Certificate of Formation (Articles of Domestication)
- EIN Confirmation Letter
- Out of State Non-Profit Corporation – Professional Corporation Application for Registration
- State Filed Assumed Name Certificate if business is conducting business under a different business name

PROFESSIONAL LLC (PLLC)

- Articles of Organization with Certificate of Filing or Certificate of Formation
- EIN Confirmation Letter
- Out of State – Professional Limited Liability Company Application for Registration
- State Filed Assumed Name Certificate if the business is conducting business under a different business
- Operating Agreement

PROFESSIONAL ASSOCIATION

- Articles of Association with Certificate of Filing or Certificate of Formation
- EIN Confirmation Letter
- Out of State – Professional Association Application for Registration
- State Filed Assumed Name Certificate if the business is conducting business under a different business name

