



# Business Account Documentation Checklist

	Sole Proprietor	GP, LP, LLP	Limited Liability Company	Corporation (profit or non-profit)	Organization or Club
WASHINGTON	<ul style="list-style-type: none"> <li>License &amp; Registration / Business license</li> </ul>	<ul style="list-style-type: none"> <li>Washington Business License</li> <li>Signed Partnership Agreement</li> <li>Certificate of Partnership</li> <li>Partnership Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter</li> </ul>	<ul style="list-style-type: none"> <li>Washington Business License</li> <li>Current Operating Agreement</li> <li>State Limited Liability Certificate or application with filing stamp</li> <li>LLC Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Washington Business License</li> <li>Articles of Incorporation or stamped application</li> <li>Corporate Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter</li> </ul>	<ul style="list-style-type: none"> <li>Copy of meeting minutes</li> <li>Political Candidate Accounts (in addition to above) PDC Candidate Registration</li> <li>EIN Letter (if applicable)</li> </ul>
IDAHO	<ul style="list-style-type: none"> <li>Certificate Assumed Business Name*</li> <li>City Business License (if required)</li> </ul>	<ul style="list-style-type: none"> <li>Statement of Partnership Authority (GPs)</li> <li>Certificate of Limited Partnership (LPs)</li> <li>Qualification of Limited Liability Partnership (LLPs)</li> <li>Signed Partnership Agreement</li> <li>Partnership Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter</li> </ul>	<ul style="list-style-type: none"> <li>Current Operating Agreement</li> <li>LLC Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Articles of Incorporation</li> <li>Corporate Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter</li> </ul>	<ul style="list-style-type: none"> <li>Copy of meeting minutes</li> <li>Political Candidate Accounts (in addition to above) PDC Candidate Registration</li> <li>EIN Letter (if applicable)</li> </ul>
MONTANA	<ul style="list-style-type: none"> <li>Certificate Assumed Business Name*</li> <li>City Business License (if required)</li> </ul>	<ul style="list-style-type: none"> <li>Certificate Assumed Business Name*</li> <li>Certificate of Domestic Limited Partnership or Limited Liability Partnership (LPs &amp; LLPs only)</li> <li>Signed Partnership Agreement</li> <li>Partnership Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter</li> </ul>	<ul style="list-style-type: none"> <li>Current Operating Agreement</li> <li>LLC Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Articles of Incorporation</li> <li>Corporate Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter</li> </ul>	<ul style="list-style-type: none"> <li>Copy of meeting minutes</li> <li>Political Candidate Accounts (in addition to above) PDC Candidate Registration</li> <li>EIN Letter (if applicable)</li> </ul>
OREGON	<ul style="list-style-type: none"> <li>Certificate Assumed Business Name*</li> </ul>	<ul style="list-style-type: none"> <li>Certificate of Partnership, Limited Partnership or Limited Liability Partnership</li> <li>Signed Partnership Agreement</li> <li>Partnership Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter</li> </ul>	<ul style="list-style-type: none"> <li>Current Operating Agreement</li> <li>LLC Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter (if applicable)</li> </ul>	<ul style="list-style-type: none"> <li>Articles of Incorporation</li> <li>Corporate Resolution</li> <li>Beneficial Ownership Certification &amp; verifying documentation</li> <li>EIN Letter</li> </ul>	<ul style="list-style-type: none"> <li>Copy of meeting minutes</li> <li>Political Candidate Accounts (in addition to above)</li> <li>Statement of Organization</li> <li>EIN Letter (if applicable)</li> </ul>