



## ENTITY CHECKLIST

Please furnish us with copies of the necessary documents related to the Entity Formation and Authorization.

Limited Liability Company Documents (LLC)	
Articles of Organization (LLC-1) - filed copy	<input type="checkbox"/>
Statement of Information (LLC-12)	<input type="checkbox"/>
Operating Agreement, and Amendment, if any	<input type="checkbox"/>
Secretary of State website indicating the LLC is "Active"	<input type="checkbox"/>
Corporation Documents	
Articles of Incorporation - filed copy	<input type="checkbox"/>
Articles or Bylaws, and Amendments, if any	<input type="checkbox"/>
List of Corporate Officers & Directors, with the % interest owned by each - Signed & Dated	<input type="checkbox"/>
Secretary of State website indicating the Corporation is "Active"	<input type="checkbox"/>
General Partnership Documents (GP)	
Statement of Partnership (GP-1) - filed copy	<input type="checkbox"/>
Amendment, if applicable	<input type="checkbox"/>
Fictitious Business Name Statement, if applicable	<input type="checkbox"/>
Partnership Agreement	<input type="checkbox"/>
Limited Partnership Documents (LP)	
Certificate of Limited Partnership (LP-1) - filed copy	<input type="checkbox"/>
Limited Partnership Agreement, and Amendment, if applicable	<input type="checkbox"/>
Secretary of State website indicating the LP is "Active"	<input type="checkbox"/>
Limited Liability Partnership Documents (LLP)	
Limited Liability Partnership Registration (LLP-1) - filed copy	<input type="checkbox"/>
Limited Liability Partnership Agreement, and any Amendments	<input type="checkbox"/>
Secretary of State website indicating the LLP is "Active"	<input type="checkbox"/>
DBA supporting documentation	
Good Standing Certificate issued by state of organization within last 60 days. Not required if entity was formed within the past 10 months	<input type="checkbox"/>

Trust Documents	
First Page of the Trust	<input type="checkbox"/>
Appropriate Powers	<input type="checkbox"/>
Signature Page of the Trust	<input type="checkbox"/>
Certification of the Trust	<input type="checkbox"/>