



**Application and Documentation Checklist**

Client: \_\_\_\_\_

- Completed Application
- Articles of Incorporation
- Corporate Minutes / Listing of Officers
- Fictitious Business Name Statement
- Authority
- Proof of Insurance / ACS as Certificate Holder
- Copy(ies) of Driver's Licenses for Owner(s)
- Copy of Voided Check - Business Checking Account
- Customer List
- Sample Invoice and Back Up
- IRS Form SS-4 Establishing EIN Number (Fed Id #)
- Copy(ies) of Contracts / PO's
- \_\_\_\_\_
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