

Commonly Required Bank Account Documentation by Legal Entity Type

Depending on different legal entity structure, the School/Department needs to be prepared to provide copies of the following commonly required documentation. The Treasury’s Department and the Office of General Counsel’s Office can be contacted for further guidance if needed.

LLC Incorporated Locally	Partnership	Trust	NGO / Unincorporated Association	LLC Incorporated Overseas (USA)
Resolution to open account and authorization for operation or Power of Attorney	Partners letter of authority to open account and authorization for operation	Resolution of trustees to open account and authorization for operation	Resolution of governing body to open account and authorization for operation or Power of Attorney	Board resolution to open account and authorization for operation or Power of Attorney
Memorandum and Articles of Association (certified)	Partnership Deed	Trust Deed and Rules	Constitution or Charter or Bylaws or Rules	Memorandum and Articles of Association
List (with address) of authorized signatories and directors	List (with address) of partners	List (with address) of trustees	List (with address) of authorized signatories and members of the governing body	List (with address) of authorized signatories and directors
Other specific country requirements, i.e. central bank permission for local currency accounts	Same	Same	Same	Same