

**OREGON Business Membership Required Documentation**  
**Additional Documents will be required for Business Credit & Loan Requests**

<b>Sole Proprietorship</b>	<b>General Partnership</b>	<b>Corporation</b>
<ul style="list-style-type: none"> <li>• Proof of Active Business Name Registration per Oregon Secretary of State*</li> <li>• ID (2 pieces) for each Authorized Individual</li> <li>• Sole Proprietor's SSN or EIN</li> <li>• Sole Proprietor is required to be on the membership</li> </ul> <p>* Not required if business name contains the "real and true" name of the proprietor</p>	<ul style="list-style-type: none"> <li>• Proof of Active Business Name Registration per Oregon Secretary of State*               <ul style="list-style-type: none"> <li>○ Partnership Agreement</li> </ul> </li> <li>• ID (2 pieces) for each Authorized Individual</li> <li>• A Partner's SSN or EIN</li> <li>• All General Partners are required to be Authorized Individuals, unless otherwise specified in the Agreement</li> <li>• Beneficial Owner and Control Person ID**</li> </ul> <p>* Not required if business name contains the "real and true" names of all General Partners.</p>	<ul style="list-style-type: none"> <li>• Proof of Active Business Name Registration per Oregon Secretary of State               <ul style="list-style-type: none"> <li>○ Articles of Incorporation</li> <li>○ Corporate Resolution</li> <li>○ Corporate Bylaws</li> </ul> </li> <li>• ID (2 pieces) for each Authorized Individual</li> <li>• EIN is required</li> <li>• At least two Officers are required to be Authorized Individuals*</li> <li>• Beneficial Owner and Control Person ID**</li> </ul> <p>*One individual may sign reflecting they hold multiple titles</p>
<b>Limited Partnership (LP)</b>	<b>Limited Liability Partnership (LLP)</b>	<b>Limited Liability Company (LLC)</b>
<ul style="list-style-type: none"> <li>• Proof of Active Business Name Registration per Oregon Secretary of State               <ul style="list-style-type: none"> <li>○ Partnership Agreement</li> </ul> </li> <li>• ID (2 pieces) for each Authorized Individual</li> <li>• EIN is required</li> <li>• At least one General Partner must be an Authorized Individual, unless otherwise specified in the Agreement</li> <li>• Beneficial Owner and Control Person ID**</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Active Business Name Registration per Oregon Secretary of State               <ul style="list-style-type: none"> <li>○ Partnership Agreement</li> </ul> </li> <li>• ID (2 pieces) for each Authorized Individual</li> <li>• EIN is required</li> <li>• At least one General Partner is required to be an Authorized Individual</li> <li>• Beneficial Owner and Control Person ID**</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Active Business Name Registration per Oregon Secretary of State               <ul style="list-style-type: none"> <li>○ Articles of Organization</li> <li>○ Operating Agreement</li> </ul> </li> <li>• ID (2 pieces) for each Member, Managing Member/Authorized Individual</li> <li>• SSN of Sole Member or EIN</li> <li>• At least one Member is required to be an Authorized Individual</li> <li>• Beneficial Owner and Control Person ID**</li> </ul>
<b>Unincorporated Association/Clubs</b>	<p><a href="#">Oregon Secretary of State</a></p> <p><a href="#">Oregon Small Business Development Centers</a></p> <p><a href="#">Business Oregon</a></p>	

Applicable for all entity types except Sole Proprietorship and Unincorporated Association/Clubs

\*\* Name, Address, Date of Birth and SSN or ITIN for all Beneficial Owners who own 25% or more equity interests in the business

\*\* Name, Address, Date of Birth and SSN or ITIN for a control person (An individual with significant responsibility for managing the business)

\*\* Only one signer needs to sign and attest to the beneficial owner and control person ID information

**Member Services**

503.228.7077/800.527.3932

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