

Acceptable Proof of Ownership

Document Type	Requirements (some have several options which may be acceptable)	Notes/Explanation
Secretary of State or Entity Docs (Found on Government Website)	<ol style="list-style-type: none"> 1. Guarantor as owner/senior officer (member/manager for LLCs) 2. Guarantor listed as current Incorporator 3. Senior officer is defined as President, CEO, CFO or other as noted in "Titles" below 	<p>You may have to click an additional link to get the details of ownership</p> <p>Please refer to the SoS state file</p> <p>Copy or upload results to UMS</p>
Articles of Incorporation or Other Entity Organization Documents	<ol style="list-style-type: none"> 1. Guarantor as owner/senior officer (member/manager for LLCs) 2. If obtained from the merchant, the document must be notarized, witnessed or stamped by the SoS 	<p>Note - If Articles are not pulled directly from the SoS, UW has the discretion to require additional proof of ownership docs (See attached matrix)</p>
State or Local Government Business License	1. PG by name and the exact name of the business	<p>CAUTION: In some states, the licence will list the guarantor but may not provide a title, or may not have the business name listed.</p> <p>Many States/counties will issue a license with someone other than the owner (ex. General Manager)</p> <p>These circumstances may need further review</p>
State or Local Government Tax Permit	1. PG by name and the exact name of the business	
State or Local Government Food Permit	1. PG by name and the exact name of the business	
State or Local Government Liquor License	1. PG by name and the exact name of the business	
Recent IRS Form 1120 (Form 1120 is the US Corporation Income Tax Return)	<ol style="list-style-type: none"> 1. Must have at least the first page of the return along with the K-1 for S-corps and an 1125E for C-corps. (K-1 must) 2. Must be signed by the preparer or contain preparer's information <p>(Note a K-1 or 1125E alone does not constitute valid proof of ownership)</p>	<p>For Corporations only:</p>

<p>Recent IRS Form 1040 (Form 1040, U.S. Individual Income Tax Return sets forth the annual income filed by citizens or residents of the United States)</p>	<p>1. Must have at least the first page of the return along with the schedule C</p> <p>2. Must be signed by the preparer or contain preparer's information</p> <p>(Note a Schedule C alone does not constitute valid proof of ownership)</p>	<p>For Sole Proprietorships:</p>
<p>Purchase Agreement, Acquisition Agreement or Buy & Sell Agreement</p>	<p>1. Must be a complete copy and be witnessed and signed (This alone is not proof of ownership)</p>	<p>Agreement may not be only form of proof of ownership provided, must perform as TLO and SoS search to verify the previous owner; note date if do not see current owner sale, etc.</p>
<p>TLO Business Report (or other approved third party vendor)</p>	<p>1. Must list guarantor as owner/officer</p>	<p>Legal names of Guarantor and business must match, not just be similar</p>
<p>Letter from IRS assigning Employer Identification Number (EIN)</p>	<p>1. Guarantor name and title such as "sole member" or "CEO" must be listed on document</p>	<p>EIN number can be confirmed in multiple ways please see senior if you have questions.</p>

Additional Documents: Note Any Document from List Below, Standing Alone, Will NOT Constitute Valid Proof of Ownership (may work in combination with other documents)

<p>Applications Alone:</p> <ul style="list-style-type: none"> • FEIN Application • Liquor License Application 	<p>Note, Again an application alone does not prove ownership as it does not mean that it was actually sent to the issuing authorities or that it was approved.</p>
<p>Lease Agreements</p>	<p>Leases alone may not prove ownership. Caution: Manager within the business might sign a lease without ownership of the business itself.</p>
<p>Stock Certificates</p>	<p>Stock certificates, including a Schedule G, do not show authority. Caution: Owning stock does not give the authority to sign legal documents.</p>
<p>Government Documents List the Guarantor as an “agent” or “incorporator”, or “organizer”</p>	<p>Caution: Sometimes these titles can be used by people that simply have authority to accept and file items on behalf of the entity. They do not necessarily have ownership in the business or the authority to bind.</p>
<p>Third Party Non-Vendor Approved Websites (Including KnowX, Manta, Cityscape, Google, and Dun & Brad Street)</p>	<p>Many of these sites are similar to Wikipedia in that anyone may submit information to be added to the profile with very little proof.</p>
<p>Credit Reports - Alone</p>	<p>Credit reports are not valid sole documentation as proof of ownership because the credit bureaus obtain their information from a variety of different sources that may not be up to date.</p>

Titles

<u>Entity Type</u>	<u>Acceptable Titles</u>	<u>Titles That May Not Be POO</u>
Corporation	<ul style="list-style-type: none"> ➤ President, Vice President, Treasurer, CEO, CFO, Secretary (any Senior Officer Title) ➤ Director ➤ Registered Agent* ➤ Owner ➤ Principal** 	<p>1. Statutory Agent or Initial Agent</p> <p style="padding-left: 20px;">a. This person is setup to be served any legal documents regarding the business and is not necessarily an owner.</p>
Limited Liability (LLC) or Partnership	<ul style="list-style-type: none"> ➤ Managing Member of LLC ➤ Member ➤ Partner (for Partnership) ➤ Manager (only acceptable when referring to a manager of an LLC) ➤ Registered Agent* ➤ Principal** 	<p>2. Incorporator</p> <p style="padding-left: 20px;">a. This is an authorized representative (attorney, etc) appointed to file corporate documents on behalf of the owner and/or entity.</p> <p>3. Manager or even Office General Manager</p>
Sole Proprietor	<ul style="list-style-type: none"> ➤ Owner, proprietor ➤ Registered Agent* ➤ Principal** 	<p>4. Attorney or Attorney in Fact</p>

**Registered Agent is only acceptable at UW's written discretion/exception and should be accompanied by other information to prove ownership, to the entity involved.*

***Principal is only acceptable at the UW's written discretion/exception and should be accompanied by other information to prove ownership, to the entity involved.*