

## CORPORATIONS

### General Information:

- A corporation must have, at a minimum, a President and a Secretary. The President and the Secretary may be the same person.
- All documents (i.e. Contract, Title, Corporate Resolution, etc) **MUST** contain the EXACT legal name including any punctuation such as periods and commas. However, no abbreviations are allowed if it is not part of the legal name. For example, if the legal name is "Corporation", it cannot be abbreviated as "Corp".

The following ***must*** be provided for funding:

- The Tax Identification Number
- A Corporate Borrowing Resolution
- A copy of the Certificate of Incorporation.
- A properly assigned title and perfected lien in both the individual's name and the corporation's exact legal name.
- Properly signed and completed contract.

### Title / Lien

- The title and lien should be in both the company name and the individual's name.

### Contract

- The individual's name must be at the top of the contract along with the **exact** legal name of the corporation.
- The capacity of the signer must be noted. The individual must sign 2 times in each section of the contract, once with just his/her name and once along with his/her title.  
Ex. *Customer Signature*, President  
*Customer Signature*

### Corporate Resolution (see example)

- The **Signature of Certifying Officer** (bottom section) must be completed and signed by the Secretary of the Corporation.
- If the President and the Secretary are the same person, he/she must sign the body of the Corporate Resolution as President and the **Signature of Certifying Officer** section as Secretary.
- The exact legal name of the corporation must be stated on the Resolution.