



## CREATING A NEW COMPANY RECORD

### DOCUMENT REQUIREMENTS

All companies, other than general partnerships and sole proprietors, must present the following documents to create a new customer record:

1. Proof of Federal Identification Number (FIN) assigned by the IRS.
  - The proof must be indicated on a federal or state form. Examples of acceptable documents include tax returns, letters from the IRS, Indiana Registered Retail Merchant Certificates, etc.
2. File Marked or Certified Copy of proof of business existence from the filing agency of the state where the business is registered:

Type of Company	Document Requirement
Corporation	Certificate of Existence or Articles of Incorporation (or similar document if from another state)
Limited Liability Company	Certificate of Existence or Articles of Organization (or similar document if from another state)
Limited Liability Partnership	Registration (or similar document if from another state)
Limited Partnership	Certificate of Limited Partnership (or similar document if from another state)

3. Two proofs of address in the company name (if the correct address cannot be confirmed by the BMV as registered with the Indiana Secretary of State). Examples of acceptable documents can be found on the [BMV Documentation List](http://www.IN.gov/BMV) at [www.IN.gov/BMV](http://www.IN.gov/BMV).

If you have any questions, please call the BMV Customer Contact Center at (888) 692-6841.

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