

New Braunfels Utilities will attempt to obtain appropriate documentation through online resources. If documentation is not available, the customer will be responsible for providing the requested documentation.

- **Sole Proprietorship or DBA (Doing Business As):**
 1. Individual owner shall sign as the Authorized Agent
 2. Valid U.S. Driver's License of the owner
 3. Social Security Number of the owner
 4. Tax exempt certificate, if applicable

- **Partnership (Includes Limited Partnership and Limited Liability Partnership):**
 1. A copy of the partnership agreement (signed and dated). The terms should show that the partner requesting NBU service has the authority to make a contract or do business for the partnership.
 2. Valid U.S. Driver's License of the individual completing the NBU Service Agreement.
 3. Tax exempt certificate, if applicable
 4. The NBU Service Agreement should list the additional contact information of the partners.

- **Corporation (Includes Inc. (Incorporated) or P.C. (Professional Corporation), Joint Venture, and L.L.C. (Limited Liability Corporation):**
 1. Original letter on corporate letterhead signed by an officer of the corporation with his/her title, (CEO, President, etc.) giving the applicant authorization to apply for service on behalf of the corporation.
 2. Valid U.S. Driver's License of the individual completing the NBU Service Agreement.
 3. Tax exempt certificate, if applicable
 4. And, one of the three documents listed below to verify the corporation exists;
 - Articles of Incorporation
 - Corporate Resolution (This would show if the applicant is specifically empowered to initial contracts and make agreements)
 - Certificate of filing with the Secretary of State

- **Municipalities or Political Subdivision (State or Federal agency, City):**
 1. Letter on Letterhead providing authority to open a utility account. The letter is to be signed by an Officer/Executive of the company.
 2. Valid U.S. Driver's License of the individual completing the NBU Service Agreement.
 3. Tax exempt certificate

- **Non-Profit:**
 1. Letter on Letterhead proving authorization authority to open a utility account. This should be signed by the President, CEO, or Chairman of the Board of the non-profit agency.
 2. Valid U.S. Driver's License of the individual completing the NBU Service Agreement.
 3. IRS certificate that shows they are Tax exempt - 501C