

Non-Closings Tool Document Request List

FOR ALL ENTITIES UNDER CONTRACT (I.E. GP, FUND, SPV, MANAGEMENT COMPANY)

- ☐ Legal Formation Documents: (i.e. Certificate of Formation, Articles of Organization, Certificate of Limited Partnership, Articles of Incorporation)*
- ☐ EIN Confirmation Letter from IRS
- ☐ Executed W9 (or applicable US tax form) for all entities under contract*
- ☐ Executed Governing Legal Document: (Operating Agreement or Limited Partnership Agreement)*
- ☐ Full Bank Access* - for routine cash reconciliation and Treasury support (Per Scope of Service required to have separate bank account per entity)
- ☐ Wire Instructions*

INVESTOR RELATED DOCUMENT

- ☐ Countersigned Subscription Documents*
- ☐ Applicable Taxpayer Identification Form: (W9/W8)
- ☐ Side Letters

GP/MANAGEMENT COMPANY (IF UNDER CONTRACT OR IF APPLICABLE)

- ☐ Applicable Taxpayer Identification Form (W9/W8) for each member/manager of the GP Entity*
- ☐ Management Company W9/W8 for each Member/Manager*
- ☐ Applicable Taxpayer Identification Form (W9/W8) for each member/manager of the Management Company*
- ☐ Primary contact email address for each member/manager of the GP entity*
- ☐ Primary contact email address for each member/manager of the Management Company*

IF AVAILABLE

- ☐ Firm Logo
- ☐ Organizational Chart
- ☐ Warehoused Investment Support
- ☐ Investment Purchase Documents
- ☐ Executed Transfer Agreements
- ☐ Invoices
- ☐ Expense Tracking Sheet

*Asterisk items are required to issue Capital Call through Carta and you will need to send written approval of the Partner List.

Closings Tool Document Request List

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- ☐ Legal Formation Documents: (i.e. Certificate of Formation, Articles of Organization, Certificate of Limited Partnership, Articles of Incorporation)*
- ☐ EIN Confirmation Letter from IRS
- ☐ Applicable Taxpayer Identification Form (W9/W8) for all entities under contract
- ☐ Executed Governing Legal Document: (Operating Agreement or Limited Partnership Agreement)*
- to be uploaded to the platform
- ☐ Full Bank Access* - for routine cash reconciliation and Treasury support (Per Scope of Service required to have separate bank account per entity)
- ☐ Wire Instructions*: Please provide PDF download of instructions from bank and include: Payment type (ACH or Wire), Bank name, Bank address, Beneficiary, Account name, Account address, Account number, Routing number, Swift code

GP/MANAGEMENT COMPANY (IF UNDER CONTRACT OR IF APPLICABLE)

- ☐ Applicable Taxpayer Identification Form (W9/W8) for each member/manager of the GP Entity*
- ☐ Applicable Taxpayer Identification Form (W9/W8) for each member/manager of the Management Company*
- ☐ Primary contact email address for each member/manager of the GP entity*
- ☐ Primary contact email address for each member/manager of the Management Company*

IF AVAILABLE

- ☐ Firm Logo
- ☐ Organizational Chart
- ☐ Warehoused Investment Support
- ☐ Investment Purchase Documents
- ☐ Executed Transfer Agreements
- ☐ Invoices
- ☐ Expense Tracking Sheet

*Asterisk items are required to issue Capital Call through Carta and you will need to countersign your investors on the closings tool in the platform