

Acceptable Titles for Licensing and Commissions Documents

from **CareScout Insurance Company**

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We assume that someone with one of the titles below has authority to sign documents and otherwise act on behalf of the business. If the business wants someone else to sign documents or act for it, we need something in writing (a letter, fax, email, etc.) to that effect.

That could be

- For any business: Something from Person A (someone with one of these designations) saying that Person B (someone without such a designation) has authority to sign documents and otherwise act on behalf of the business.
- For corporations: A copy of the Bylaws or a Resolution of the Board of Directors
- For LLCs: A copy of the operating agreement, a Statement of Authority, or a resolution from a manager's meeting (or member's meeting in a member managed LLC).
- For partnerships: Statement of Authority
- Acceptable titles for Corporations:
 - Chairman or Chairman of the Board
 - Chief Executive Officer (CEO)
 - Chief Financial Officer (CFO)
 - Chief Operating Officer (COO)
 - Clerk- In Massachusetts only, "Clerk" is the same as corporate secretary and is and acceptable signature on behalf of a corporation
 - Comptroller/Controller
 - Executive Director
 - President
 - Secretary
 - Senior Vice President, Executive Vice President, Vice President or variations thereof (like SVP, EVP or VP as abbreviated)
 - Treasurer or other officer title contained in the Articles of Incorporation that shows the person with the title in fact has the authority to legally bind the entity with respect to the matter for which they are signing
- Acceptable titles for Limited Liability Companies (LLC):
 - Chief Executive Officer (CEO)
 - Managing Member
 - Managing Partner
 - Managing Principal
 - Manager
 - President, Vice President, or other officer title contained in the Articles of Organization or Membership Agreement that shows the person with the title in fact has the authority to legally bind the entity with respect to the matter for which they are signing.
- Acceptable titles for Partnerships:
 - General or Managing Partner
 - Partner (but not Limited Partner)
- Acceptable titles for Sole Proprietorships:
 - Chief Executive Officer (CEO)
 - Owner
 - President
 - Principal