

# Non-Closings Tool Data

Grant us access to your LP portal and document storage systems, and we'll gather the data below — or share the files with us via Box folder provided by Carta.

## 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

© 2025 Carta. All rights reserved. Reproduction prohibited.

# Closings Tool Data

Grant us access to your LP portal and document storage systems, and we'll gather the data below — or share the files with us via Box folder provided by Carta

## 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
- 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