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# How to Complete Your Ohio Company Resolution

Certified Resolution of Company (board, members, or managers)

**INSTRUCTIONS — KEEP FOR YOUR RECORDS. DO NOT ATTACH THIS PAGE TO YOUR DOCUMENT.**

**About this form.** A resolution records a decision of a company's board, members, or managers, such as authorizing a bank account, loan, or property sale. A certified, notarized copy proves the authority to banks and title companies.

1. **Write the resolution (Page 1)**
   Describe exactly what is authorized and who may sign.
2. **Who signs**
   The secretary or another officer certifies that it was properly adopted.
3. **Sign under oath before a notary**
   Do not sign ahead of time. Sign in front of the notary, who will place you under oath. Bring a current, government-issued photo ID.

## After It's Signed

- Keep the original in the company records and give a certified copy to the bank or title company.
- For use in another country, the notarized document may need an apostille from the Ohio Secretary of State. We can handle this for you.

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**Have questions about this document?** To consult with an attorney, contact **Gavrilov & Brooks Law Firm** at **(916) 504-0529** or **www.gavrilovlaw.com**. Attorneys licensed in California, Nevada, and other states.

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# CERTIFIED COMPANY RESOLUTION

Name of company

Type of entity

Adopted by (board, members, managers) at a meeting or by written consent on (date)

**RESOLVED:**

State the action authorized (e.g., to open a bank account, sign a contract, buy or sell property, and who may sign)

**FURTHER RESOLVED**, that the officers and managers of the company are authorized to take all actions and sign all documents necessary to carry out these resolutions.

**CERTIFICATION.** I certify that I am the duly appointed

Title

Name

of the company; that the foregoing resolutions were duly adopted in accordance with the company's governing documents and Ohio law; and that they remain in full force and effect.



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Date

X

Signature of certifying officer

Printed name

**JURAT**

**STATE OF OHIO )**
**) ss.**
**COUNTY OF )**

Subscribed and sworn to (or affirmed) before me on

Date

by (name of certifying officer)

X

Notary Public

(Notary seal)

Notary's printed name

My commission expires



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