PPA SIGNATURE REQUIREMENTS

Note: Please remember to print or type the name(s) and title(s) of the individual(s) signing the agreement on the lines below their signature.

CORPORATION (including Professional Corporation) SIGNATORY REQUIREMENTS:

Line 5 - First Signatory Line: This line can only be signed by either the President **or** Vice President of the Corporation.

Line 6 - Second Signatory Line: This line can only be signed by either the Secretary **or** Assistant Secretary **or** Treasurer **or** Assistant Treasurer of the Corporation.

- If any other person has authority to execute agreements on behalf of the Corporation, that person may sign, but **a copy of the document conferring that authority** (such as by-laws or corporate resolution) **must be sent** with the agreement when it is returned to the Department for processing.
- Pennsylvania law requires a for-profit corporation to have a corporate designation such as "Inc.," "Corp.," "Co.," "Ltd.," or "P.C." as part of the corporate name. A not-for-profit corporation under Pennsylvania law might or might not have such a designation as part of the name. When reviewing the corporate name on the agreement, you should make certain it is complete and correct. If a correction to the corporate name is made on the agreement, that correction must be initialed and dated by the same person(s) who sign the agreement.

PARTNERSHIP SIGNATORY REQUIREMENTS:

General Partnership –

Line 5 - First Signatory Line: This line can only be signed by a partner. The title line should indicate "Partner."
Line 6 - Second Signatory Line: Please leave blank

Limited Partnership –

Line 5 - First Signatory Line: This line can only be signed by a general partner authorized to sign on behalf of the partnership. The title line should indicate "General Partner."

- If the partner signing is a corporate entity, CORPORATION signature requirements above apply to the signature of the corporate partner.

Line 6 - Second Signatory Line: Please leave blank

NOTE: Partnerships of either kind (general or limited) may register as "limited liability partnerships." This does not affect the signature requirements noted above.

LIMITED LIABILITY COMPANY (LLC) SIGNATORY REQUIREMENTS:

Member-Managed LLC –

Line 5 - First Signatory Line: This line can only be signed by a member. The title line should indicate "Member."
Line 6 - Second Signatory Line: Please leave blank

Manager-Managed LLC –

Line 5 - First Signatory Line: This line can only be signed by a manager. The title line should indicate "Manager."
Line 6 - Second Signatory Line: Please leave blank

NOTE: If the member or manager signing is a corporate entity, CORPORATION signature requirements above apply to the signature of the corporate member or manager.

SOLE PROPRIETORSHIP SIGNATORY REQUIREMENTS:

Line 5 - First Signatory Line: This line can only be signed by the owner. The title line may be left blank.
Line 6 - Second Signatory Line: Please leave blank

DOING BUSINESS AS (d/b/a), or TRADING AS (t/a) SIGNATORY REQUIREMENTS:

Corporation operating under a fictitious name – the agreement must be signed according to the instructions provided under CORPORATION.

Partnership operating under a fictitious name – the agreement must be signed according to the instructions under PARTNERSHIP.
LLC operating under a fictitious name – the agreement must be signed according to the instructions under LIMITED LIABILITY COMPANY.

Sole proprietorship operating under a registered fictitious name – the agreement must be signed according to the instructions provided under SOLE PROPRIETORSHIP.

NOTE: The provider name in **Line 1** must include the name of the person(s) or entity(ies) owning and registering the fictitious name, followed by the fictitious name.

- Examples include:

Sole Proprietorship Name	Partnership Name	Corporation Name
John Doe	John Doe and Jane Doe	Doe, Inc.
d/b/a The Coffee Shop	d/b/a The Coffee Shop	d/b/a The Coffee Shop