

**SIGNATURE REQUIREMENTS**

Note: The name(s) and title(s) of the individual(s) signing the agreement must also be printed or typed in the appropriate place on the agreement. Electronic signatures will not be accepted; original ink signatures are required.

**CORPORATION (including Professional Corporation)**

- Two signatures are required: either the President or Vice President and either the Secretary, Assistant Secretary, Treasurer, or Assistant Treasurer of the Corporation must sign.
- 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.

NOTE: 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**

- General Partnership – the agreement must be signed by a partner. The title line should indicate "Partner."
- Limited Partnership – only a general partner is 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.

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)**

- Member-Managed LLC – the agreement must be signed by a member. The title line should indicate "Member."
- Manager-Managed LLC – the agreement must be signed by a manager. The title line should indicate "Manager."
- 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**

- The owner should sign the agreement. The title line may be left blank.

**DOING BUSINESS AS (d/b/a), or TRADING AS (t/a)**

- 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."
- The name 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  
John Doe  
d/b/a The Coffee Shop

Partnership  
John Doe and Jane Doe  
d/b/a The Coffee Shop

Corporation  
Doe, Inc.  
d/b/a The Coffee Shop

**COUNTIES**

- For all counties except home rule charter counties: signature of at least two of the County's three Commissioners shall be affixed; signatures shall be attested to by the Chief Clerk; county seal shall be affixed.
- Home rule charter counties shall execute contracts in accordance with their charters, administrative codes, or as directed in writing by their solicitors.