

To establish a business account, please bring the following documents:

### **All Businesses and Organizations**

- Photo identification and proof of social security number for all owners and/or signatories
- Proof of EIN of the entity (if applicable)
- See below for specific documentation necessary for your entity type. One piece of documentation is needed from both Column A and Column B. Please note that one document could fulfill the requirements for both columns.

If your business is a...	A	B
Association, Club, or Unincorporated Organization	Statement of Intent OR Meeting Minutes OR Charter OR Resolution OR Fictitious Name Certificate	Meeting Minutes OR Signed Statement on Letterhead
Corporation	SCC Filing OR Articles and Certificate of Incorporation	SCC Listing of Officers/Directors OR Corporate Resolution OR Corporate Minutes
Estate	Letter of Administration OR Small Estate Affidavit Note: Small Estate Affidavit can be used only if estate is \$50,000 or less	Letter of Administration OR Small Estate Affidavit Note: Small Estate Affidavit can be used only if estate is \$50,000 or less
Limited Liability Company (LLC)	SCC Filing OR Fictitious Name Filing OR Articles and Certificate of Organization	Operating Agreement OR Annual Meeting Minutes
Partnership	Partnership Agreement OR Operating Agreement	Partnership Agreement
Sole Proprietorship	Business License OR Fictitious Name Certificate	

### **Important information about opening a new account**

- The credit union must establish that the account owner is a legal entity within our trade area, and that the individual(s) opening the account has transaction authority.
- The credit union complies with all customer identification procedures that are required by law or by procedures for all signatories on an account.
- The credit union may require more, or less, documentation from you before we open an account.