FIRST US Community Credit Union

Business Account Entity Document Requirements



First US Community Credit Union offers you a full range of business services. To open a business checking or savings account with us, please provide the following documents for your ownership type:

Sole Proprietorship	**Partnerships (General, Limited, Limited Liability)**	**Limited Liability Company (LLC)**
○ If the business name does not include the legal surname of the owner, you will need a Fictitious Business Name Statement (FBNS). **For example**: If the owner's legal name is John Smith, and the business name John Smith and Associates, you will need the additional documentation. However, if the business name is *Smith Plumbing you will not.*	General Partnership (GP) ○ Statement of Partnership. ○ FBNS is required if all partner's last names are not included in the business name or doing business under another name. Limited Partnership (LP) ○ Statement of Partnership Authority (LP-1) Limited Liability Partnership (LLP) ○ Certified Application of Limited Partnership Online Business Services | California Secretary of State The following is only required if the LP or LLP is doing business under a name different from the filed. ○ FBNS	○ Articles of Organization (LLC-1) ○ Certificate of Good Standing printed from Secretary of State website. **If Needed:** ○ Certified Statement of Information ○ Operating Agreement with modification or amendments The following is only required if the LLC is doing business under a name different from the filed registration: ○ FBNS **Note:** Single-member LLC, may also use their SSN as their EIN. Entity documents can be located on the California Secretary of State website: Online Business Services | California Secretary of State

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Corporation	**Unincorporated Association**	**Non-Profit** -Non-profit corporation must be recognized by the IRS as exempt from Federal Income Tax.
○ Certified Articles of Incorporation. ○ Certificate of Good Standing printed from Secretary of State website. **If Needed:** ○ Statement of Information (SI-200) ○ Certificate of Qualification - for corporations registered OUT-OF-STATE ○ Corporate Bylaws Online Business Services | California Secretary of State The following is only required if the corporation is doing business under a different name: ○ FBNS	○ Charter, Bylaws, Governing Rules, or Meeting Minutes ○ Letter of Authority signed by two or more officers (signers may be listed in original minutes)	○ Articles of Incorporation with modifications or amendments ○ Statement of Information (SI-200) ○ Letter or meeting minutes authorizing opening of the account at First US Community Credit Union ○ IRS Letter of Determination ○ Certificate of Good Standing printed from Secretary of State website. Third Party Verification from ONE of the following: Franchise Tax Board Exemption Organization List https://webapp.ftb.ca.gov/eletter/?Submit =Check+Status ○ Charity Navigator http://www.charitynavigator.org ○ IRS Select Check https://apps.irs.gov/app/eos

Additional Requirements for all Ownership Types

1. Each owner/officer and authorized signer must be present to sign the Business Account Application.
2. Each signer must provide an unexpired Government Issued Photo ID number, Physical Address, D.O.B. and Tax ID Number
3. $5 Business Share Savings deposit
4. Minimum deposit on Share Draft Accounts per account guidelines
5. Beneficial Owners (25%+ Ownership): Provide an unexpired Government Issued photo ID number, name, physical Address, D.O.B., and Tax ID number

Please let us know if you would like information on any of the following business services

- ☐ Business Loans, Lines of Credit, Equipment Loans & Real Estate Loans
- ☐ Business Debit Card or Business Credit Card
- ☐ Retirement Plans (HSAs, SEP, IRA)
- ☐ Merchant Card processing services
- ☐ Other _____

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