

NEW ACCOUNT REQUIRED DOCUMENTATION

Thank you for your interest in opening an account at the credit union.
Please use this sheet to gather all necessary information required.

Corporation (For-profit)	
Field of Membership Verification	Based on the address listed in the Articles of Incorporation
Formation Documentation State Filed Paperwork	REQUIRED – Articles of Incorporation
CIP Identity Verification OFAC ChexSystems	<p>To comply with laws and regulations, we will gather:</p> <ul style="list-style-type: none"> - Name, Address, and Tax ID Number of the Business, - Name, Address, Date of Birth, SSN and Percentage of Ownership of all Beneficial Owners, - Name, Address, Date of Birth, SSN and Title of one Controlling Officer, - Valid government issued photo identification and other personal identifying information for each signer. <p>Must not have any records on OFAC or ChexSystems.</p>
Tax ID Number	<p>If single owner: SSN or EIN</p> <ul style="list-style-type: none"> - If the business has any employees, EIN is required. <p>If multiple owners: EIN</p> <p>If EIN, we must receive a copy of the IRS confirmation letter</p>
Fictitious Business Name Business License	Required if not using the same name that is listed in the Articles of Incorporation
Beneficial Ownership & Control Form	<p>REQUIRED – all sections</p> <p>Owner section must be complete. If there are no owners that have 25% or more ownership, indicate why: no more owners over 25% or no owners over 25%. If another business is listed as an owner, must provide a BO&C form for that business as well.</p>
Other Official Paperwork	<p>Corporate Meeting Minutes</p> <p>Corporate Resolution</p> <p>Corporate By-Laws</p>
Authorized Signers	<p>Corporate Resolution must be signed by the Secretary</p> <ul style="list-style-type: none"> - must identify who can open/close/revise the account, - must identify any authorized signers who can transact on the account. <p>Being an authorized signer does not grant opening, closing or account revision ability unless expressly authorized by the board of directors.</p>
Credit Union Documents	<p>Business Account Signature Card</p> <p>Account Opening Disclosures</p> <ul style="list-style-type: none"> - If not signing in person must be notarized <p>Business Account Questionnaire</p>
Last Revision Date:	10/07/2021