

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 (Non-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 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>EIN</p> <p>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	REQUIRED – all sections EXCEPT the owner section
Other Official Paperwork	<p>Charter</p> <p>Meeting Minutes</p> <p>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