

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.

General Partnership (GP)	
Field of Membership Verification	<p>Business needs to show proof that it is located within one of the 12 counties that we serve. (If CA GP-1, based on the address listed in the Statement of Partnership Authority; otherwise, current utility bill in the name of the business, fictitious name statement, business license, if home based business and none apply, proof of residence for the individuals.)</p> <p>All partners must be within the field of membership (must qualify for a consumer account) although the account may be opened by only one partner.</p>
Formation Documentation State Filed Paperwork	<p>OPTIONAL – Statement of Partnership Authority (Form GP-1)</p> <p>REQUIRED – if the partnership intends to buy or sell real property</p>
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>EIN</p> <p>We must receive a copy of the IRS confirmation letter</p>
Fictitious Business Name Business License	<p>If CA GP-1, Required if not using the same name that is listed in the Statement of Partnership Authority</p> <p>If no CA GP-1, Required if not using all partner's surnames (last names) in the name of the business or if the title implies additional owners</p>
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>OPTIONAL – Partnership Agreement</p> <p>If there is no partnership agreement, please provide a written statement indicating that there is no written agreement, listing all partners' names and percentage of ownership. Must be signed and dated by all partners.</p>
Authorized Signers	<p>Any one or all partners may be authorized signers. If any additional people outside of the partners will be on the account, the credit union will require a letter signed and dated by all the partners indicating who is authorized to transact on the account.</p> <p>Being an authorized signer does not grant opening, closing or account revision ability unless expressly authorized by all the partners.</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