

## 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.

Limited Liability Company (LLC)	
Field of Membership Verification	Based on the address listed in the Articles of Organization
Formation Documentation State Filed Paperwork	REQUIRED – Articles of Organization
CIP Identity Verification OFAC ChexSystems	<p>To comply with laws and regulations, we will gather:</p> <ul style="list-style-type: none"> <li>- Name, Address, and Tax ID Number of the Business,</li> <li>- Name, Address, Date of Birth, SSN and Percentage of Ownership of all Beneficial Owners,</li> <li>- Name, Address, Date of Birth, SSN and Title of one Controlling Officer,</li> <li>- Valid government issued photo identification and other personal identifying information for each signer.</li> </ul> <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"> <li>- If the business has any employees, EIN is required.</li> </ul> <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 Organization
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&amp;C form for that business as well.</p>
Other Official Paperwork	<p>REQUIRED – Operating Agreement - may be oral or written</p> <p>If there is not a written operating agreement, please provide a written statement indicating that there is no written agreement, listing all managing members' names and percentage of ownership. Must be signed and dated by all managing members.</p>
Authorized Signers	<p>All managing members may be authorized signers. If any additional people outside of the managing members will be on the account, the credit union will require a letter signed and dated by all the managing members 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 managing members.</p>
Credit Union Documents	<p>Business Account Signature Card</p> <p>Account Opening Disclosures</p> <ul style="list-style-type: none"> <li>- If not signing in person must be notarized</li> </ul> <p>Business Account Questionnaire</p>
Last Revision Date:	10/07/2021