

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 Partnership (LP) | |
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| Field of Membership Verification | Based on the address listed in the Certificate of Limited Partnership |
| Formation Documentation State Filed Paperwork | REQUIRED – Certificate of Limited Partnership (LP-1) |
| 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 | Required if not using the same name that is listed in the Certificate of Limited Partnership |
| 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 general partners.</p> |
| Authorized Signers | <p>All general partners may be authorized signers. If any additional people outside of the general partners will be on the account, the credit union will require a letter signed and dated by all the general 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 general 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 |