

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.

Sole Proprietor	
Field of Membership Verification	Business needs to show proof that it is located within one of the 12 counties that we serve. (Example: 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 individual.)
Formation Documentation State Filed Paperwork	None
CIP Identity Verification OFAC ChexSystems	To comply with laws and regulations, we will gather: <ul style="list-style-type: none"> - Name, Address, and Tax ID Number of the Business, - 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	Single owner: SSN or EIN <ul style="list-style-type: none"> - If the business has any employees, EIN is required. <p>If EIN, we must receive a copy of the IRS confirmation letter</p>
Fictitious Business Name Business License	Required if not using surname (last name) in the name of the business or if the title implies additional owners.
Beneficial Ownership & Control Form	Not required
Other Official Paperwork	None
Authorized Signers	If there are any additional signers wanted outside of the owner, a letter signed and dated by the owner indicating who is authorized to transact on the account will be required. Being an authorized signer does not grant opening, closing or account revision ability unless expressly authorized by the owner.
Credit Union Documents	Business Account Signature Card Account Opening Disclosures <ul style="list-style-type: none"> - If not signing in person must be notarized Business Account Questionnaire
Last Revision Date:	10/07/2021