

Business Account Document Requirements

Sole Proprietorship

Tax ID Number: Can be individual's Social Security Number or Employer Identification Number
Fictitious Name Filing: Original "DBA's" must be obtained in all instances (cannot be less than 30 days)
if the surname of the owner(s) is in the business name title, a fictitious business name is not required
Other: Such other documentation as Credit Union deems necessary

Partnerships

General Partnerships: Original Partnership Agreement form GP-1 (must be filed stamped)
Limited Partnerships: Original Limited Partnership Agreement CA form LP-1 (must be file stamped)
Limited Liability Partnerships: Original CA form LLP-1 (must be file stamped)

Tax ID Number: Must be a business tax ID number (EIN)
Fictitious Name Filing: Original "DBA's" must be obtained in all instances (cannot be less than 30 days)
(If applicable)
Other: Such other documentation as the Credit Union deems necessary.

Corporations and Limited Liability Companies (LLC)

Corporations: Original Statement of Information or Articles of Incorporation (must be file stamped)
Limited Liability Company: Original Articles of Organization Form LLC-1 (must be file stamped)

Tax ID Number: Must be a business tax ID number (EIN)
Fictitious Name Filing: Original "DBA's" must be obtained in all instances (cannot be less than 30 days)
(If applicable)
Corporate Resolution: Corporate Resolution with Seal (if no seal is available, so indicate)
Other: Such other documents as the Credit Union deems necessary. The Credit Union may wish to obtain a copy of the corporation's bylaws or LLC's Operating Agreement.

Non-Profit Organizations

Tax ID Number: Must be a business tax ID number (EIN)
Fictitious Name Filing: Original "DBA's" must be obtained in all instances (cannot be less than 30 days)
(If applicable)
Articles: Original Articles of Incorporation (must be file stamped)
Corporate Resolution: Corporate Resolution with Seal (if no seal is available, so indicate)
Proof of Non-Profit Status: Paperwork provided to the Organization by the IRS indicating proof of its non-profit status.
Other: Such other documents as the Credit Union deems necessary. The Credit Union may wish to obtain a copy of the corporation's bylaws.

Unincorporated Associations:

Tax ID Number: Must be a business tax ID number (EIN)
Fictitious Name Filing: Original "DBA's" must be obtained in all instances (cannot be less than 30 days)
(If applicable)
Secretary of State Form: Original Unincorporated Non-Profit Association Form LP/UNA (must be file stamped)
Proof of Non-Profit Status: Paperwork provided to the Organization by the IRS indicating proof of its non-profit status.
Resolution: Resolution with Seal (if no seal is available, so indicate)
Other: Such other documentation as the Credit Union deems necessary. The Credit Union may wish to obtain a copy of the Association's bylaws.