

BUSINESS ACCOUNTS MADE EASY



OPENING A BUSINESS ACCOUNT?

Use this checklist as your guide to opening your business account.



ALL BUSINESS ACCOUNTS

- Appropriate valid customer identification for all signers (state issued ID, Passport, ect.)

CORPORATION

- Filed Articles of Incorporation (including all amendments if applicable)
- Federal Tax ID Number Verification such as IRS Issue Letter or Signed Tax Return
- Meeting Minutes from Board of Directors Meeting indicating authorized signers (preferred but not required)
- If Non-Profit: IRS 501 (C) Tax Determination Letter

LIMITED LIABILITY COMPANY

- Filed Articles of Organization (including all amendments if applicable)
- Federal Tax ID Number Verification such as IRS Issue Letter or Signed Tax Return
- Member Control Agreement or Operating Agreement (preferred but not required)
- Certificate of Organization (preferred but not required)

PARTNERSHIP

- LLP – Filed Statement of Qualification or Articles of Registration (including all amendments if applicable)
- LP – Certificate of Assumed Name AND Certificate of Limited Partnership (including all amendments if applicable)
- Partnership Agreement
- Federal Tax ID Number Verification such as IRS Issue Letter or Signed Tax Return

SOLE PROPRIETORSHIP

- Filed Certificate of Assumed Name (if applicable)
- Federal Tax ID Number Verification such as IRS Issue Letter or Signed Tax Return (if applicable)

FORMAL & INFORMAL UNINCORPORATED ASSOCIATIONS/ ORGANIZATIONS/CLUBS/ RECREATIONAL ENTITY

- Charter, By-Laws or Letter of Purpose
- Meeting Minutes indicating authorized signers
- Federal Tax ID Number Verification such as IRS Issue Letter or Signed Tax Return

HAVE QUESTIONS ABOUT WHAT DOCUMENTS YOU NEED?

Ask your member service representative.

Member Service Representative

Phone Number

Email

CCCU.COM (651) 225-2700 | 1 800 223-2801

Deposits federally insured by NCUA.