



NEW BUSINESS ACCOUNT CHECKLIST

Business Name: _____ Member Number: _____

DBA (if applicable): _____ TIN/FEI/EIN/SSN: _____

Verification: Request and review original/legal documentation. Photocopy and retain for business file (maintained in Document Management). Ensure that dates on documents agree to information provided by the member (account owner).

Check all boxes as steps are completed to ensure you have followed all guidelines for opening a business account.

Corporations

***Member must provide the following documentation:**

- Tax Identification Number**
(TIN, FEI, or EIN)
- Social Security Number**
(for each officer and authorized signer)
- Valid Picture Identification for ALL signers** (Drivers License, Passport)
- Articles of Incorporation**
(Certified copy)
- Trade Name Registration**
(required for DBA only)
- Other Information** (if applicable)
- Occupational License**
- Meeting minutes**
- Certification of Beneficial Owners of Legal Entities**

***Chessie must complete the following information:**

- Business Account Agreement**
(with title and information for the corporation and signed by an officer)
- Corporate Authorization Resolution**
(must be completed and signed by the Corporate Secretary).
- ChexSystems on ALL**
(signers and the business entity)
- State Verification of Corporation**
(**confirm with DLLR that entity is registered and in good standing).
- US Patriot Act Disclosure**

Partnerships

***Member must provide the following documentation:**

- Tax Identification Number**
(TIN, FEI, or EIN)
- Social Security Number**
(for each officer and authorized signer)
- Valid Picture Identification for ALL signers** (Drivers License, Passport)
- Articles of Incorporation**
(Certified copy)
- Trade Name Registration**
(required for DBA only)
- Other Information** (if applicable)
- Occupational License**
- Meeting minutes**
- Certification of Beneficial Owners of Legal Entities**

***Chessie must complete the following information:**

- Business Account Agreement**
(with title and information for the corporation and signed by a partner)
- Partnership Resolution of Authority**
(must be completed and signed by ALL partners).
- ChexSystems on ALL**
(signers and the business entity)
- State Verification of Partnership**
(**confirm with DLLR that entity is registered and in good standing).
- US Patriot Act Disclosure**

Sole Proprietorships

***Member must provide the following documentation:**

- Social Security Number**
(SSN) for sole proprietor (owner) is used as the primary and the (SSN) for any authorized signer or Tax Identification Number (EIN) for the business, if applicable).
- Valid Picture Identification for ALL signers** (Drivers License, Passport)
- Trade Name Registration**
(required for DBA only)
- Other Information** (if applicable)
- Occupational License**
- Meeting minutes**

***Chessie must complete the following information:**

- Business Account Agreement**
(with title and information for the business and signed by the business owner)
- Sole Proprietorship Resolution of Authority**
- ChexSystems on the sole proprietor(s) and ALL authorized signers**
- State Verification of Trade Name**
(**if the business sells taxable products or services, confirm with DLLR that entity is registered and in good standing).
- US Patriot Act Disclosure**

Teller Number: _____ Branch Name: _____ Date: _____

**** Print screens and attach to checklist as evidence.**

(#CFCU BD2.2)



NEW BUSINESS ACCOUNT CHECKLIST

Business Name: _____ Member Number: _____

DBA (if applicable): _____ TIN/FEI/EIN/SSN: _____

Verification: Request and review original/legal documentation. Photocopy and retain for business file (maintained in Document Management). Ensure that dates on documents agree to information provided by the member (account owner).

Check all boxes as steps are completed to ensure you have followed all guidelines for opening a business account.

Limited Liability Company (LLC)

***Member must provide the following documentation:**

- Tax Identification Number** (TIN, FEI, or EIN)
- Social Security Number**
(for each manager and authorized signer)
- Valid Picture Identification for ALL signers**
(Drivers License, Passport)
- Articles of Organization or Operating Agreement**
(Certified copy preferred)
- Trade Name Registration** (required for DBA only)
- Other Information** (if applicable)
- Occupational License**
- Meeting minutes**
- Certification of Beneficial Owners of Legal Entities**

***Chessie must complete the following information:**

- Business Account Agreement**
(with title and information for the LLC and signed by a manager)
- Limited Liability Company Authorization Resolution**
(must be completed and signed by managers and authorized signers)
- ChexSystems on ALL signers and the business entity**
- State Verification of Corporation**
(**confirm with DLLR that entity is registered and in good standing).
- US Patriot Act Disclosure** (2 copies – Records & Security)

Lodge, Club, Association or Similar Organization

***Member must provide the following documentation:**

- Social Security Number or Tax ID # for the Club**
(whichever is applicable)
- Social Security Number**
(for each authorized signer)
- Valid Picture Identification for ALL signers**
(Drivers License, Passport)
- Board of Directors' Minutes**
(or other similar documentation authorizing who is allowed to open accounts and sign checks on behalf of the Club or Organization)
- Trade Name Registration** (required for DBA only)
- Occupational License** (if applicable)

***Chessie must complete the following information:**

- Business Account Agreement**
(with title and information for the club and signed by a signer)
- Resolution Of Lodge, Club, Association or Similar Organization**
(must be completed and signed by managers and authorized signers)
- ChexSystems on ALL signers and the business entity**
- State Verification of Corporation**
(**required only if the club or organization sells taxable products or services, confirm with DLLR that entity is registered and in good standing. Most club accounts are **exempt** from this requirement)
- US Patriot Act Disclosure** (2 copies – Records & Security)

Teller Number: _____ Branch Name: _____ Date: _____

**** Print screens and attach to checklist as evidence.**

(#CFCU BD2.2)