



## Business Account Documentation Checklist

### **Sole Proprietorship**

- \_\_\_\_\_ SAFCU Business Membership Account Form
- \_\_\_\_\_ SAFCU Authorization Designation/Authorized Signers Information Form
- \_\_\_\_\_ Social Security and Valid Driver's License or State Issued ID for each Authorized Signer
- \_\_\_\_\_ Tax Identification (TIN) or Employer Identification Number (EIN)
- \_\_\_\_\_ Copy of current Business License /Business Name Registration

### **Limited Liability Company**

- \_\_\_\_\_ SAFCU Business Membership Account Form
- \_\_\_\_\_ SAFCU Certification of Beneficial Owners Form
- \_\_\_\_\_ SAFCU Authorization Designation/Authorized Signers Information Form
- \_\_\_\_\_ Articles of Organization (LLC-1)
- \_\_\_\_\_ Employee Identification Number (EIN) \*Must be an EIN (exception for single member LLC)
- \_\_\_\_\_ Operating Agreement/Bylaws/Constitution (if more than one owner)
- \_\_\_\_\_ Social Security and Valid Driver's License or State Issued ID for each Authorized Signer
- \_\_\_\_\_ Certificate of Assumed Name or Business Name Registration
- \_\_\_\_\_ Certificate of Good Standing or Existence from the Secretary of State (if applicable)

### **Limited Liability Partnership**

- \_\_\_\_\_ SAFCU Business Membership Account Form
- \_\_\_\_\_ SAFCU Certification of Beneficial Owners Form
- \_\_\_\_\_ SAFCU Authorization Designation/Authorized Signers Information Form
- \_\_\_\_\_ Employee Identification Number (EIN)
- \_\_\_\_\_ Social Security and Valid Driver's License or State Issued ID for each Authorized Signer
- \_\_\_\_\_ Limited Partnership Agreement with All Amendments
- \_\_\_\_\_ Certificate of Good Standing or Existence from the Secretary of State (if applicable)



## Business Account Documentation Checklist

### **Non-Profit Corporation**

- \_\_\_\_\_ SAFCU Business Membership Account Form
- \_\_\_\_\_ SAFCU Certification of Beneficial Owners Form
- \_\_\_\_\_ SAFCU Authorization Designation/Authorized Signers Information Form
- \_\_\_\_\_ Employee Identification Number (EIN)
- \_\_\_\_\_ Valid Driver's License or State Issued ID for each Authorized Signer
- \_\_\_\_\_ Articles of Incorporation (if applicable)
- \_\_\_\_\_ Operating Agreement
- \_\_\_\_\_ Minutes and /or letter signed by Authorized Officer (see bylaws)
- \_\_\_\_\_ IRS 501C Determination Letter
- \_\_\_\_\_ Certificate of Good Standing from the Secretary of State (if applicable)

### **Nonprofit/Churches/Associations/Clubs**

- \_\_\_\_\_ SAFCU Business Membership Account Form
- \_\_\_\_\_ SAFCU Certification of Beneficial Owners Form
- \_\_\_\_\_ SAFCU Authorization Designation/Authorized Signers Information Form
- \_\_\_\_\_ Employee Identification Number (EIN)
- \_\_\_\_\_ Valid Driver's License or State Issued ID for each Authorized Signer
- \_\_\_\_\_ Articles of Association, Charter, Bylaws or Letter of Purpose
- \_\_\_\_\_ Minutes of Meeting or Bylaws (which states who is authorized to open account and do transactions)