



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)
- Assumed Name (DBA) Certificate

Limited Liability Company

- SAFCU Business Membership Account Form
- SAFCU Certification of Beneficial Owners Form
- SAFCU Authorization Designation/Authorized Signers Information Form
- Certificate of Formation from the Secretary of State
- Employee Identification Number (EIN)
- Operating Agreement
- Social Security and Valid Driver's License or State Issued ID for each Authorized Signer
- Right to Transact Business in Texas-account status found through this link
<https://mycpa.cpa.state.tx.us/coa/search.do>

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
- Certificate of Articles of Formation (or Organization)
- Partnership Agreement
- Right to Transact Business in Texas-account status found through this link
<https://mycpa.cpa.state.tx.us/coa/search.do>



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
- _____ Certificate of Incorporation or Certificate of Formation from Secretary of State
- _____ Copy of Bylaws, Charter or Constitution
- _____ Meeting Minutes (signed) stating the intent to open an account who the designated signers are.
- _____ IRS 501C Determination Letter

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
- _____ Certificate of Formation or Articles of Incorporation
- _____ Copy of Bylaws, Charter, Constitution or Letter of Purpose from the County Clerk
- _____ Meeting Minutes (signed) stating the intent to open an account who the designated signers are.