Business Account Documents Checklist

TruWest CREDIT UNION

Business Information

Name of Business	*TIN or EIN*
Address	*Signer/Contact Name*
City / State / ZIP	*Phone*

NOTE: The business address must reside within our field of membership to qualify for membership. *Businesses cannot qualify based on existing Authorized Signers/Owners or Family Members.*

Required Documentation by Business Type

☐ Corporation / Professional Corporation / Non-Profit Corporation

Title: Inc., Corp., Ltd., Incorporated, Corporation, Limited, PC

Non-Profits: With the exception of churches, these organizations must apply for a determination from the IRS. The IRS will send the organization a determination letter setting out the section under which the organization has qualified for non-profit status.

- ☐ Evidence of Existence: Articles of Incorporation or Certificate of Formation stamped by the Secretary of State including Document Number (TX only)
- ☐ Corporate Resolution or Meeting Minutes from the board of directors signed by Secretary of the Corporation, listing name/ titles of officers and authorizing the opening of the account
- ☐ Personal ID (2 acceptable forms) for all authorized signers
- ☐ Fictitious Name Statement - Trade Name Certificate, Assumed Name Certificate or DBA (as applicable)
- ☐ Corporate EIN number - EIN Documentation
- ☐ 501c3 Documentation/Non-profit status (as applicable)
- ☐ Beneficial Ownership Form (with copies of acceptable identification)

☐ Limited Liability Company

Title: Limited Liability Company, Limited Company, LLC, or LC

- ☐ Articles of Organization (AZ) *OR* Certificate of Formation including Document Number (TX)
- ☐ Operating Agreement (not required for single owner or husband & wife LLCs)
- ☐ Resolutions signed by all members or by managing member
- ☐ Personal ID (2 acceptable forms) for all authorized signers
- ☐ EIN for LLC – EIN Documentation (not required for single owner LLC's may use their TIN)
- ☐ Beneficial Ownership Form (with copies of acceptable identification)

☐ Sole Proprietorship (DBA)

Title: DBA; is Single Owner or Husband & Wife

- ☐ Evidence of existence – DBA, Trade Name Certificate, Assumed Name Certificate (including Instrument number; TX filings only)
- ☐ Personal ID (2 acceptable forms) for all authorized signers
- ☐ EIN or TIN – EIN or TIN documentation (as applicable)
- ☐ Resolution signed by all Owners for Authorized Signers (as applicable)

Partnerships

☐ General

Title: *Name of partnership*

☐ Partnership Agreement; if not available - DBA Certificate, Trade Name Certificate, or Assumed Name Certificate including Instrument number (TX only)

☐ Limited

Title: *Limited Partnership or LP*

☐ Certificate of Limited Partnership (AZ)
OR
Certificate of Formation including Document Number (TX)

☐ Limited Liability

Title: *Limited Liability Partnership* or *LLP*

☐ Limited Liability Partnership Amendment to Certificate (AZ)
OR
Limited Liability Partnership Registration including Document Number (TX)

PLUS (For ALL types of partnerships):

- ☐ Partnership Agreement, if available
- ☐ Resolutions signed by Partners
- ☐ Beneficial Ownership Form (with copies of acceptable identification)
- ☐ EIN for partnership – EIN Documentation
- ☐ Personal ID (2 acceptable forms) for all authorized signers

☐ Club / Unincorporated Association

(This type includes church groups, schools clubs, civic organizations, recreational clubs, and other similar types or organizations who are not officially organized.)

Title: *Club or organization name*

- ☐ Resolution including authority of representatives
- ☐ Personal ID (2 acceptable forms) for all authorized signers
- ☐ EIN of organization or club – EIN Documentation

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth and other information that will allow us to identify you. We may also ask to see your drivers license or other identifying documents. We reserve the right to request information and documentation as we deem necessary to comply with our legal obligations.

Notes: