



## New Business Account Checklist

<b>Business Name:</b>	<b>Member Number:</b>
<b>DBA</b> (if applicable):	<b>TIN/FEI/EIN/SSN:</b>

**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.**

<p><b>Corporations</b> <i>*Member must provide the following documentation:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Tax Identification Number</b> (TIN, FEI, or EIN)</li> <li><input type="checkbox"/> <b>Social Security Number</b> (for each officer and authorized signer)</li> <li><input type="checkbox"/> <b>Valid Picture Identification for ALL signers</b> (Drivers License, Passport)</li> <li><input type="checkbox"/> <b>Articles of Incorporation</b> (Certified copy)</li> <li><input type="checkbox"/> <b>Trade Name Registration</b> (required for DBA only)</li> <li><input type="checkbox"/> <b>Other Information</b> (if applicable)</li> <li><input type="checkbox"/> Occupational License</li> <li><input type="checkbox"/> Meeting minutes</li> </ul> <p>.....</p> <p><i>*Chessie must complete the following information:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Business Account Agreement</b> (with title and information for the corporation and signed by an officer)</li> <li><input type="checkbox"/> <b>Corporate Authorization Resolution</b> (must be completed and signed by the Corporate Secretary).</li> <li><input type="checkbox"/> <b>ChexSystems on ALL</b> (signers and the business entity)</li> <li><input type="checkbox"/> <b>State Verification of Corporation</b> (**confirm with DLLR that entity is registered and in good standing).</li> <li><input type="checkbox"/> <b>US Patriot Act Disclosure</b></li> </ul>	<p><b>Partnerships</b> <i>*Member must provide the following documentation:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Tax Identification Number</b> (TIN, FEI, or EIN)</li> <li><input type="checkbox"/> <b>Social Security Number</b> (for each partner and authorized signer)</li> <li><input type="checkbox"/> <b>Valid Picture Identification for ALL signers</b> (Drivers License, Passport)</li> <li><input type="checkbox"/> <b>Articles of Partnership Agreement</b> (Certified copy)</li> <li><input type="checkbox"/> <b>Trade Name Registration</b> (required for DBA only)</li> <li><input type="checkbox"/> <b>Other Information</b> (if applicable)</li> <li><input type="checkbox"/> Occupational License</li> <li><input type="checkbox"/> Meeting minutes</li> </ul> <p>.....</p> <p><i>*Chessie must complete the following information:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Business Account Agreement</b> (with title and information for the partnership and signed by a partner)</li> <li><input type="checkbox"/> <b>Partnership Resolution of Authority</b> (must be completed and signed by ALL partners).</li> <li><input type="checkbox"/> <b>ChexSystems on ALL</b> (signers and the business entity)</li> <li><input type="checkbox"/> <b>State Verification of Partnership</b> (**confirm with DLLR that entity is registered and in good standing).</li> <li><input type="checkbox"/> <b>US Patriot Act Disclosure</b></li> </ul>	<p><b>Sole Proprietorships</b> <i>*Member must provide the following documentation:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Social Security Number</b> (SSN) for sole proprietor (owner) is used as the primary <b>and</b> the (SSN) for any authorized signer <b>or</b> Tax Identification Number (EIN) for the business, if applicable).</li> <li><input type="checkbox"/> <b>Valid Picture Identification for ALL signers</b> (Drivers License, Passport)</li> <li><input type="checkbox"/> <b>Trade Name Registration</b> (required for DBA only)</li> <li><input type="checkbox"/> <b>Other Information</b> (if applicable)</li> <li><input type="checkbox"/> Occupational License</li> <li><input type="checkbox"/> Meeting minutes</li> </ul> <p>.....</p> <p><i>*Chessie must complete the following information:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Business Account Agreement</b> (with title and information for the business and signed by the business owner)</li> <li><input type="checkbox"/> <b>Sole Proprietorship Resolution of Authority</b></li> <li><input type="checkbox"/> <b>ChexSystems</b> on the sole proprietor(s) and <b>ALL</b> authorized signers</li> <li><input type="checkbox"/> <b>State Verification of Trade Name</b> (**If the business sells taxable products or services, confirm with DLLR that entity is registered and in good standing).</li> <li><input type="checkbox"/> <b>US Patriot Act Disclosure</b></li> </ul>
<b>Teller Number:</b>	<b>Branch Name:</b>	<b>Date:</b>

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

(#CFCU BD2.2)



## New Business Account Checklist

<b>Business Name:</b>	<b>Member Number:</b>
<b>DBA</b> (if applicable):	<b>TIN/FEI/EIN/SSN:</b>

**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.**

<p><b>Limited Liability Company (LLC)</b>  <i>*Member must provide the following documentation:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Tax Identification Number</b> (TIN, FEI, or EIN)</li> <li><input type="checkbox"/> <b>Social Security Number</b> (for each manager and authorized signer)</li> <li><input type="checkbox"/> <b>Valid Picture Identification for ALL signers</b> (Drivers License, Passport)</li> <li><input type="checkbox"/> <b>Articles of Organization or Operating Agreement</b> (Certified copy preferred)</li> <li><input type="checkbox"/> <b>Trade Name Registration</b> (required for DBA only)</li> <li><input type="checkbox"/> <b>Other Information</b> (if applicable per state)</li> <li><input type="checkbox"/> Occupational License</li> <li><input type="checkbox"/> Meeting minutes</li> </ul> <p>.....</p> <p><i>*Chessie must complete the following information:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Business Account Agreement</b> (with title and information for the LLC and signed by a manager)</li> <li><input type="checkbox"/> <b>Limited Liability Company Authorization Resolution</b> (must be completed and signed by managers and authorized signers)</li> <li><input type="checkbox"/> <b>ChexSystems</b> on ALL signers and the business entity</li> <li><input type="checkbox"/> <b>State Verification of Partnership</b> (**confirm with DLLR that entity is registered and in good standing.)</li> <li><input type="checkbox"/> <b>US Patriot Act Disclosure</b> (2 copies – Records &amp; Security)</li> </ul>	<p><b>Lodge, Club, Association or Similar Organization</b>  <i>*Member must provide the following documentation:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Social Security Number or Tax ID # for the Club</b> (whichever is applicable)</li> <li><input type="checkbox"/> <b>Social Security Number</b> (for each authorized signer)</li> <li><input type="checkbox"/> <b>Valid Picture Identification for ALL signers</b> (Drivers License, Passport)</li> <li><input type="checkbox"/> <b>Board of Directors' Minutes</b> (or other similar documentation authorizing who is allowed to open accounts and sign checks on behalf of the Club or Organization)</li> <li><input type="checkbox"/> <b>Trade Name Registration</b> (required for DBA only)</li> <li><input type="checkbox"/> <b>Occupational License</b> (if applicable)</li> </ul> <p>.....</p> <p><i>*Chessie must complete the following information:</i></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Business Account Agreement</b> (with title and information for the club and signed by an authorized signer)</li> <li><input type="checkbox"/> <b>Resolution Of Lodge, Club, Association or Similar Organization</b> (must be completed and signed by managers and authorized signers)</li> <li><input type="checkbox"/> <b>ChexSystems</b> on ALL signers and the business entity</li> <li><input type="checkbox"/> <b>State verification</b> (**required <b>only</b> if the club or organization sells taxable products or services, confirm with DLLR that entity is registered and in good standing. <i>Most club accounts are exempt from this requirement.</i>)</li> <li><input type="checkbox"/> <b>US Patriot Act Disclosure</b> (2 copies – Records &amp; Security)</li> </ul>	
<b>Teller Number:</b>	<b>Branch Name:</b>	<b>Date:</b>

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

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