

**UNITED SA FEDERAL CREDIT UNION
MEMBER BUSINESS SERVICES CENTER**

**GUIDELINES OF DOCUMENTATION
FOR OPENING A COMMERCIAL ACCOUNT**

NONPROFIT OR UNINCORPORATED ASSOCIATION

- Charter, By Laws or Letter of Purpose
- Board Minutes
- Certification of Tax ID, if applicable
- Appropriate identification for all signers
- Corporate Resolution (provided by credit union)

SOLE PROPRIETORSHIP

- Certification of Tax ID or Social Security Number
- Assumed Name Certification from State or County Clerk showing registered name if applicable
- Assumed Name Certificate to be renewed every ten (10) years
- Sole Proprietorship Resolution (provided by credit union)

GENERAL/LIMITED PARTNERSHIP

- Certificate of Limited Partnership from Secretary of State
- Certificate of Formation (if formed after Jan. 06)
- Partnership Agreement
- Certification of Tax ID
- Certified copy of Assumed Name Certificate if applicable
- Appropriate identification for all signers
- General/Limited Partnership Resolution (provided by credit union)

LIMITED LIABILITY COMPANY

- Copy of Regulations, Operating or Management Agreement
- Company Agreement (if formed after Jan. 06)
- Articles of Organization
- Certificate of Formation (if formed after Jan. 06)
- Certification of Tax ID
- Appropriated Identification for all Signers
- Limited Liability Company Resolution (provided by credit union)

CORPORATION

- Articles of Incorporation or Certificate of Formation
- Certificate of Incorporation from Secretary of State
- Certification of Tax ID
- Corporate or Board Minutes
- Certification of Assumed Name if applicable
- Appropriate Identification for all Signers
- Corporate Resolution (provided by credit union)

***Some documents may be referenced under a different name but pointing toward ownership and authorities of owners and others obligating the company or entity.