

The following items are required to open a business account.

Sole Proprietorship (DBA - Doing Business As)

- ☐ Social Security Number (SSN) or IRS EIN - Employer Identification Number Form
- ☐ If the owner's full legal name is not included in the DBA name (i.e. John Smith, DBA John's Electric), the business will need to be registered with the Secretary of State and provide a copy of this registration.
- ☐ Names of all authorized signers
- ☐ **New York:** Copy of the recorded Business Certificate filed with the county clerk.

Partnership

- ☐ IRS EIN - Employer Identification Number Form
- ☐ Partnership Agreement including the names of all owners (*if applicable*)
- ☐ Names of all authorized signers
- ☐ Articles of Organization or Secretary of State registration

Limited Liability Company (LLC)

- ☐ IRS EIN - Employer Identification Number Form or Social Security Number (SSN) for an LLC with only one owner
- ☐ LLC Agreement including the names of all owners (if applicable)
- ☐ Names of all authorized signers
- ☐ Articles of Organization or Secretary of State registration

Corporation

- ☐ IRS EIN - Employer Identification Number Form
- ☐ Articles of Incorporation or Secretary of State registration
- ☐ Corporate Resolution listing authorized signers if officer's names are not included on Articles of Incorporation or Vermont Secretary of State registration or other authorized signers are to be on the account

Clubs, Associations, Organizations

- ☐ IRS EIN - Employer Identification Number Form
- ☐ Articles of Incorporation or Secretary of State registration
- ☐ Articles of Organization or Secretary of State registration

Ownership

You will be required to provide the name, address, date of birth, SSN and a copy of a valid Government issued ID for the following individuals:

- ☐ Each individual who owns 25% or more of the business.
- ☐ The individual who has a significant responsibility in managing the business.

Authorized Signers

An authorized signer is any individual who is authorized to sign on behalf of the business. Authorized signers will need to provide their name, address, social security number, date of birth, and valid Government issued ID. Each authorized signer must sign the documentation at account opening.

Note: *Because we are a federally chartered credit union, we are unable to serve businesses who engage in internet gambling. Please contact the credit union for information on opening a Marijuana Related Business or a political campaign account.*