

The success of your business matters!

## OPENING A BUSINESS ACCOUNT CHECKLIST

### Corporation

- Form of ID for each person that will be on the account
- All owners/signers must be present if signing in branch
- Certificate of Incorporation
- Articles of Incorporation
- Corporate Tax ID paperwork
- Beneficial ownership Form Completed/Signed  
(Document Available in Branch at Great River FCU)

### Partnership

- Form of ID for each person that will be on the account
- All owners/signers must be present if signing in branch
- Partnership Agreement
- Partnership Tax ID paperwork
- Certificate of Assumed Name
- Proof of Publication
- Beneficial Ownership Form Completed/Signed  
(Document Available in Branch at Great River FCU)



*If you do not have the required documentation, you can access them from the state by visiting your local Secretary of State's website*

### LLC

- Form of ID for each person that will be on the account
- All owners/signers must be present if signing in branch
- LLC Certificate of Organization
- LLC Articles of Organization
- LLC Operating Agreement
- LLC Tax ID paperwork
- Beneficial ownership Form Completed/Signed  
(Document Available in Branch at Great River FCU)

### Sole Proprietorship

- Form of personal identification
- Certificate of Assumed Name & Proof of Publication – unless full legal name is the name of the business
- Sole Proprietorship Tax ID Paperwork – unless a Social Security Number was used

### Non-Profit Organization/Association

- Form of ID for each person that will be on the account
- All owners/signers must be present if signing in branch
- Federal Tax ID paperwork
- Association's Bylaws or Meeting Minutes
- Proof of Exemption
- Articles of Incorporation
- Certificate of Incorporation