



BUSINESS ACCOUNT OPENING CHECKLIST

To assist you with opening your business account,
Please refer to the business type below for required documentation.

Business Type:		
Number of Owners:		
Percent of Ownership for Each Owner: 1. _____ 2. _____ 3. _____ 4. _____ 5. _____ 6. _____		
Expiration Date of Business Filing:		
<input type="checkbox"/>	Sole Proprietorship	<input type="checkbox"/> County-filed Assumed Name Certification <input type="checkbox"/> EIN or SSN
<input type="checkbox"/>	Limited Liability Corporation (LLC)	<input type="checkbox"/> Articles of Organization <input type="checkbox"/> Resolution of LLC (or available in Symform) <input type="checkbox"/> State-filed Assumed Name Certificate (if conducting business under a different business name) <input type="checkbox"/> SSN or EIN if more than 1 Owner
<input type="checkbox"/>	For Profit Corporation (Inc.)	<input type="checkbox"/> Articles or Incorporation <input type="checkbox"/> Corporate Resolution (or available in Symform) <input type="checkbox"/> State-filed Assumed name Certificate (if conducting business under a different business name) <input type="checkbox"/> EIN

<input type="checkbox"/>	Recreation or Club	<input type="checkbox"/> Meeting minutes or letter from organization stating authorization of formation of account and authorized signers. <input type="checkbox"/> EIN
<input type="checkbox"/>	Non-Profit Organization/Non-Profit Association/Unincorporated Non-Profit Association	<input type="checkbox"/> Articles of Incorporation/ Articles of Organization <input type="checkbox"/> Corporate Resolution/ Resolution of LLC <input type="checkbox"/> State-filed Assumed Name Certificate (if conducting business under a different business name) <input type="checkbox"/> IRS Determination Letter (if applicable) <input type="checkbox"/> Meeting minutes or organization letter stating authorization of formation of account and authorized signers <input type="checkbox"/> EIN
<input type="checkbox"/>	Campaign or Political Account	<input type="checkbox"/> Statement of Organization-filing with the State of Michigan showing establishment of the committee and designation of treasurer <input type="checkbox"/> EIN
<input type="checkbox"/>	Partnership	<input type="checkbox"/> Partnership Agreement <input type="checkbox"/> County-filed Assumed Name Certificate/ Co-Partnership Certificate OR Certificate of Limited Partnership OR Articles of Organization <input type="checkbox"/> State-filed Assumed Name Certificate (if business operating under a different business name) <input type="checkbox"/> EIN

*Please see a Community Financial Credit Union Team Member or contact (877) 937-2328 for more details. For accounts with multiple owners, all business owners must be present with valid photo ID at account opening. Additional items may be requested as needed.

