

ACU Business Services

BUSINESS ACCOUNT CHECKLIST

Welcome to ACU. We are excited to partner with you and look forward to making your life easier with ACU Business Services. Please bring in the following information to any ACU location and we will get started.

For your business membership we will need:

- A business tax identification number
 - Employer identification number or social security number
- Identification for each owner and signer
 - Current driver's license or other government issued identification
- Certification of Beneficial Owner
 - ACU document completed and provided at the time of account opening
 - Not required for Sole Proprietorships or Unincorporated Associations

Additionally, we will need a couple other items depending on your business type:

Sole Proprietorship	<input type="checkbox"/> If using an EIN, copy of IRS Letter Assigning EIN
	<input type="checkbox"/> Business License
Partnerships	<input type="checkbox"/> If registered with the Secretary of State (SOS), copy of the SOS filed certificate or registration form
	<input type="checkbox"/> Business License
	<input type="checkbox"/> Executed Partnership Agreement
Limited Liability Company (LLC)	<input type="checkbox"/> Copy of SOS filed Certificate of Formation
	<input type="checkbox"/> Business License
	<input type="checkbox"/> Executed Operating Agreement
	<input type="checkbox"/> Confirmation of Managing Member, Members, and/or Manager
Corporation	<input type="checkbox"/> Copy of SOS filed Articles of Incorporation
	<input type="checkbox"/> Business License
	<input type="checkbox"/> Bylaws
	<input type="checkbox"/> Confirmation of Corporate Secretary/Officer(s) i.e. corporate resolution or board meeting minutes
Nonprofit Corporation	<input type="checkbox"/> Copy of SOS filed Articles of Incorporation
	<input type="checkbox"/> Business License
	<input type="checkbox"/> Bylaws
	<input type="checkbox"/> Confirmation of Corporate Secretary/Officer(s) i.e. corporate resolution or board meeting minutes

For more information please call 253-591-6881 or visit any ACU location. *Insured by NCUA*

