



Business Account Checklist

Service Credit Union Business Services
14 Colby Court, Bedford N.H.

Sole Proprietorships:

- Completed Service Credit Union Business Membership Application packet
- Trade Name/DBA/Fictitious Name Registration
(for Sole Proprietors doing business in any names besides their own legal name)
- Proof of EIN (if you have one)
- Government Issued Photo Identification
(for all individuals listed in the Business Membership Application)

Limited Liability Companies (LLC):

- Completed Service Credit Union Business Membership Application packet
- Proof of Good Standing with the Secretary of State's Office
- Proof of EIN (Single Member LLCs can use the LLC member's SSN)
- Certificate of Formation
- LLC Operating Agreement
- LLC Resolution
(For multi-member LLCs if all members will not be signers on the account)
- Government Issued Photo Identification
(for all individuals listed in the Business Membership Application)

Non-Profits/Organizations/Associations:

- Completed Service Credit Union Business Membership Application packet
- Proof of Good Standing with the Secretary of State's Office
- Proof of EIN (If using a Parent Organization EIN, a letter from the Parent Organization giving authority to use the EIN is required)
- Articles of Agreement and all Amendments
- Copy of IRS 501C 3 Determination Letter (If applicable)
- Proof of Registration with the Attorney General's Office
(for charitable organizations that solicit donations)
- Committee/Board Meeting Minutes
(authorizing the account opening and all account signers)
- Government Issued Photo Identification
(for all individuals listed in the Business Membership Application)



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Corporations:

- Completed Service Credit Union Business Membership Application packet
- Proof of Good Standing with the Secretary of State's Office
- Proof of EIN
- Signed Corporate Resolution
(authorizing the account opening and all signers to be listed on the account)
- Articles of Organization and all Amendments
- Government Issued Photo Identification (for all individuals listed in the Business Membership Application)

Partnerships:

- Completed Service Credit Union Business Membership Application packet
- Trade Name Registration OR Proof of Good Standing with the Secretary of State's Office (for Limited Partnerships and Limited Liability Partnerships)
- Proof of EIN
- Partnership Agreement
- Government Issued Photo Identification
(for all individuals listed in the Business Membership Application)