

# BUSINESS ACCOUNT CHECKLIST

## MEMBERS MUST PROVIDE THE FOLLOWING REQUIRED DOCUMENTATION:

Company Tax Identification Number (TIN, FEI, or EIN)

All Signers: Address, Social Security Number (SSN), Date of Birth (DOB), and Valid Photo ID

All Owners: Address, SSN, DOB, % Ownership, and Valid Photo ID

Indirect Owners with 25% or more ownership: Address, SSN, DOB, % Ownership, and Valid Photo ID

Managerial Controller: Address, SSN, DOB, and Valid Photo ID

Trade Name Registration (required for DBA only)

Minimum \$100 opening balance for checking accounts

## OTHER INFORMATION REQUIRED:

### CORPORATIONS

- Articles of Incorporation  
(*Certified copy*)
- Bylaws
- Board of Directors' Meeting Minutes
- For HOAs, an operating agreement between the association and management company is required

### LIMITED LIABILITY COMPANY (LLC)

- Articles of Organization  
(*Certified copy preferred*)
- Operating Agreement

### PARTNERSHIPS

- Articles of Partnership Agreement  
(*Certified copy*)
- Operating Agreement

### SOLE PROPRIETORSHIPS

- Tax Identification Number Documentation

### RECREATION, CLUB, OR SIMILAR

- Board of Directors' Meeting Minutes or Chapter meeting minutes (*authorizing who is allowed to open accounts on sign checks on behalf of the organization*)

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