

## Information needed to open a Personal or Business account

### Personal Accounts:

- Name
- Date of birth
- Physical address and proof
- Mailing address
- Tax ID Number
- Valid Government Issued ID (i.e. driver's license, state identification card, military id, etc.)
  - Minors: School ID, Tribal ID, Birth Certificate, Social Security Card, Driver's Learners Permit
  - Contact the credit union for other types of acceptable ID
- Phone number

### Business Accounts:

#### Basic information:

- Physical address for place of business
- Physical address for business if principal office is different than local place of business
- Mailing address
- Phone numbers
- Resolution or minutes defining who is on account and what they are allowed to do
  - *The information collected on personal accounts will be collected for these individuals*
  - Sample forms found on our resource page
- Tax ID Number
- Updated Certificate of Beneficial Owners
  - Form found on our accounts resource page

#### The following information will be needed depending on how the business is formed:

- *Sole Proprietorship*
  - Certificate of Assumed Business Name filed in each county business is done
- *Corporations (profit and non-profit)*
  - Articles of Incorporation
  - Any DBAs filed
- *Limited Liability Company (LLC)*
  - Certificate of Limited Liability Partnership
  - Any DBAs filed
- *General Partnership*
  - Partnership Agreement
  - Any DBAs filed
- *Limited Liability Partnership (LLP)*
  - Certificate of Limited Liability Partnership
  - Partnership Agreement
  - Any DBAs filed
- *Limited Partnership (LP)*
  - Certificate of Limited Partnership
  - Partnership Agreement
  - Any DBAs filed