



## CORPORATION

### Business Account Information Checklist

#### Individuals that need to be present to open the account:

An authorized representative must be present (Example: President, Vice President, Treasurer or Secretary).

Any individual that will be added as an Authorized Signer. *Note: Secretary signature always required.*

#### Information required to open the account:

##### Personal information:

- Personal Identification - Government Issued ID (State issued driver's license, Passport, etc.)
- Social Security Number

##### Business Documentation:

- Tax Identification Number – A document verifying Employer Identification Number (EIN) is required (EIN Assignment Letter from the IRS, first page of a federal tax return, etc.)
- Filed Articles of Incorporation – also known as Certificate of Formation (Texas Secretary of State)
- Active Status Verification – Certificate of Good Standing (TCCU will obtain at account opening)
- Assumed Name Certificate (DBA) – if Operating under a different name than the Corporation

##### For businesses organized in a state other than TX:

- Entity formation documentation from the state the business is organized in
- Foreign Entity Registration – Right to Transact Business in TX (Texas Secretary of State)

##### The following supplemental documentation may also be required to further verify ownership and authorization:

- Filed amendments to the Articles of Incorporation or Certificate of Formation
- Corporate Resolution
- Bylaws
- Meeting minutes

#### Additional information will be requested:

##### Owners/General with 25% or more ownership:

- Full name as it appears on the Government Issued ID
- Legal Business Name and Tax Identification Number (when owner of the Corporation is another entity)
- Residential Address (Business Address if owner is an Entity)
- Percentage of Ownership

##### Business address

##### Phone Number

##### Length of time in business

##### Nature of business

##### Types of transactions and anticipated volume

##### Business primary trade area

##### Annual Sales

##### Source of funds to open the account

##### Purpose of the business account

##### Number of employees

##### Names of other Financial Institutions this business has accounts with