



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