



## LIMITED LIABILITY COMPANY (LLC)

### Business Account Information Checklist

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

Member Managed LLC – all Members. Manager Managed LLC – all Managers. If a Member or Manager of the LLC is another business, an authorized representative of that business must also be present. Any individual that will be added as an Authorized Signer.

#### Information required to open the account:

<input type="checkbox"/> Personal information: <ul style="list-style-type: none"><li>• Personal Identification-Government Issued ID (State issued driver's license, Passport, etc.)</li><li>• Social Security Number</li></ul> <input type="checkbox"/> Business Documentation: <ul style="list-style-type: none"><li>• 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.)</li><li>• Filed Articles of Organization – also known as Certificate of Formation (Texas Secretary of State)</li><li>• Active Status Verification – Certificate of Good Standing (TCCU will obtain at account opening)</li><li>• Assumed Name Certificate (DBA) – if operating under a different name than the LLC</li></ul> <input type="checkbox"/> For businesses organized in a state other than TX: <ul style="list-style-type: none"><li>• Entity formation documentation from the state the business is organized in</li><li>• Foreign Entity Registration – Right to Transact Business in TX (Texas Secretary of State)</li></ul> <input type="checkbox"/> The following supplemental documentation may also be required to further verify ownership and authorization: <ul style="list-style-type: none"><li>• Filed amendments to the Articles of Organization or Certificate of Formation</li><li>• Signed Operating Agreement</li><li>• Meeting Minutes</li></ul>	<h4>Additional information will be requested:</h4> <ul style="list-style-type: none"><li><input type="checkbox"/> Owners/Members/Managers with 25% or more ownership:<ul style="list-style-type: none"><li>• Full name as it appears on the Government Issued ID</li><li>• Legal Business Name and Tax Identification Number (when owner of the LLC is another entity)</li><li>• Residential Address (Business Address if owner is an Entity)</li><li>• Percentage of Ownership</li></ul></li> <li><input type="checkbox"/> Business address</li><li><input type="checkbox"/> Phone Number</li><li><input type="checkbox"/> Length of time in business</li><li><input type="checkbox"/> Nature of business</li><li><input type="checkbox"/> Types of transactions and anticipated volume</li><li><input type="checkbox"/> Business primary trade area</li><li><input type="checkbox"/> Annual Sales</li><li><input type="checkbox"/> Source of funds to open the account</li><li><input type="checkbox"/> Purpose of the business account</li><li><input type="checkbox"/> Number of employees</li><li><input type="checkbox"/> Names of other Financial Institutions the business has accounts with</li></ul>
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