



PARTNERSHIP

Business Account Information Checklist

Individuals that need to be present to open the account:

All General Partners. If a General Partner of the Partnership 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:

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.)

General Partnerships (GP):

- Signed General Partnership Agreement
- Assumed Name Certificate (DBA) – if operating under a different name than the General Partnership

Limited Partnerships and Limited Liability Partnerships (LP or LLP)

- Certificate of Formation (Texas Secretary Of State)
- Limited Partnership Agreement or Limited Liability Partnership Agreement
- 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 Limited Partnership or Limited Liability Partnership

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 Certificate of Formation (LP or LLP)
- Amendments to the Partnership Agreement
- Meeting minutes

Additional information will be requested:

Owners/General Partners/Limited Partners 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 Partnership 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