



Documents Required to Open a Business Account

Based on business type and ownership, here is a list of important information we will need to get your SELCO business account started.

Sole Proprietorship**

- Proof of registration with the Secretary of State (or we can obtain a copy for you online)
- Social Security number (SSN) or IRS Employee Identification Number (EIN) for the business tax ID number
- Personal information for all signers*

Limited Liability Company

- Proof of registration with the Secretary of State (or we can obtain a copy for you online)
- Articles of Organization: In most cases, our staff will be able to verify your business filing using online databases
- IRS Employee Identification Number (EIN)
- Personal information for all signers*
- We may also request the Operating Agreement
- SELCO Business Account Card, Resolution of Authority & Certification of Beneficial Owners (provided by SELCO)

Partnership – General or Limited

- Proof of registration with the Secretary of State (generally, we can obtain a copy for you online)
- Certificate of Partnership: In most cases, we will be able to verify business filings using online databases
- IRS Employee Identification Number (EIN)
- Personal information for all signers*
- We may also request Partnership Agreement
- SELCO Business Account Card, Resolution of Authority & Certification of Beneficial Owners (provided by SELCO)

Corporation

- Proof of registration with the Secretary of State (or we can obtain a copy for you online)
- Articles of Incorporation: In most cases, we will be able to verify your business filing using online databases
- IRS Employee Identification Number (EIN)
- Meeting minutes outlining in detail the Authorized Signers for the SELCO Credit Union account
- Personal information for all signers*
- We may also request bylaws
- SELCO Business Account Card, Resolution of Authority & Certification of Beneficial Owners (provided by SELCO)

Nonprofit/Association

- Proof of registration with the Secretary of State (or we can obtain a copy for you online)
- Meeting minutes outlining in detail the Authorized Signers for the SELCO Credit Union account
- IRS Employee Identification Number (EIN) Issuance Letter
- Personal information for all signers*
- We may also request bylaws
- SELCO Business Account Card, Resolution of Authority & Certification of Beneficial Owners (provided by SELCO)

**Personal information includes name, Social Security number, date of birth, address, phone number, and valid government- or state-issued identification.*

***If the name of the business doesn't include the **full legal name** of the business owner, the business name must be registered as an assumed business name with Business Registry.*