**BUSINESS ACCOUNT CHECKLIST**

**MEMBERS MUST PROVIDE THE FOLLOWING REQUIRED DOCUMENTATION:**

- Company Tax Identification Number (TIN, FEI, or EIN)
- All Signers: Address, Social Security Number (SSN), Date of Birth (DOB), and Valid Photo ID
- All Owners: Address, SSN, DOB, % Ownership, and Valid Photo ID
- Indirect Owners with 25% or more ownership: Address, SSN, DOB, % Ownership, and Valid Photo ID
- Managerial Controller: Address, SSN, DOB, and Valid Photo ID
- Trade Name Registration (required for DBA only)
- Minimum $100 opening balance for checking accounts

**OTHER INFORMATION REQUIRED:**

<table>
<thead>
<tr>
<th>CORPORATIONS</th>
<th>PARTNERSHIPS</th>
<th>SOLE PROPRIETORSHIPS</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Articles of Incorporation (Certified copy)</td>
<td>□ Articles of Partnership Agreement (Certified copy)</td>
<td>□ Tax Identification Number Documentation</td>
</tr>
<tr>
<td>□ Bylaws</td>
<td>□ Operating Agreement</td>
<td></td>
</tr>
<tr>
<td>□ Board of Directors’ Meeting Minutes</td>
<td></td>
<td></td>
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</tbody>
</table>

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<tr>
<th>LIMITED LIABILITY COMPANY (LLC)</th>
<th>RECREATION, CLUB, OR SIMILAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Articles of Organization (Certified copy preferred)</td>
<td>□ Board of Directors’ Meeting Minutes or Chapter meeting minutes <em>(authorizing who is allowed to open accounts on sign checks on behalf of the organization)</em></td>
</tr>
<tr>
<td>□ Operating Agreement</td>
<td></td>
</tr>
</tbody>
</table>

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