

The success of your business matters!

OPENING A BUSINESS ACCOUNT CHECKLIST

Corporation

- ☐ Form of ID for each person that will be on the account
- ☐ All owners/signers must be present if signing in branch
- ☐ Certificate of Incorporation
- ☐ Articles of Incorporation
- ☐ Corporate Tax ID paperwork
- ☐ Beneficial ownership Form Completed/Signed
(Document Available in Branch at Great River FCU)

Partnership

- ☐ Form of ID for each person that will be on the account
- ☐ All owners/signers must be present if signing in branch
- ☐ Partnership Agreement
- ☐ Partnership Tax ID paperwork
- ☐ Certificate of Assumed Name
- ☐ Proof of Publication
- ☐ Beneficial Ownership Form Completed/Signed
(Document Available in Branch at Great River FCU)



If you do not have the required documentation, you can access them from the state by visiting this website:
www.sos.state.mn.us

LLC

- ☐ Form of ID for each person that will be on the account
- ☐ All owners/signers must be present if signing in branch
- ☐ LLC Certificate of Organization
- ☐ LLC Articles of Organization
- ☐ LLC Operating Agreement
- ☐ LLC Tax ID paperwork
- ☐ Beneficial ownership Form Completed/Signed
(Document Available in Branch at Great River FCU)

Sole Proprietorship

- ☐ Form of personal identification
- ☐ Certificate of Assumed Name & Proof of Publication – unless full legal name is the name of the business
- ☐ Sole Proprietorship Tax ID Paperwork – unless a Social Security Number was used

Non-Profit Organization/Association

- ☐ Form of ID for each person that will be on the account
- ☐ All owners/signers must be present if signing in branch
- ☐ Federal Tax ID paperwork
- ☐ Association's Bylaws or Meeting Minutes
- ☐ Proof of Exemption
- ☐ Articles of Incorporation
- ☐ Certificate of Incorporation