



## Business Account Documentation Requirements

The business structure determines the documentation required to open a business account as listed below. All documentation names and vesting must match. **Original business documents MUST be provided. A valid Tax ID number (EIN) in the name of the business is required for all new accounts. Sole Proprietorships may use the owner's Social Security number (SSN) or an EIN.**

CORPORATION	
Documents Required Check off List	
<b>X</b>	<b>**REQUIRED: For each person with 25% or more ownership</b>
	Primary Identification** <ul style="list-style-type: none"> <li>Unexpired driver's license, passport or government issued id</li> </ul>
	Secondary Identification** <ul style="list-style-type: none"> <li>City badge or other Selected Employer Group (SEG) ID card, major credit card (bank-issued, not expired, must be embossed with member's name), debit card (bank-issued, not expired, must be embossed with member's name), employer-issued ID with picture, student ID with picture, or firearm license</li> </ul>
	Physical Address**
	Social Security Number**
	Date of Birth**
	Articles of Incorporation and any amendments (must be stamped by the CA Secretary of State)
	Corporate Resolution (must be on business letterhead) <ul style="list-style-type: none"> <li>All officers' names must be listed</li> <li>Must designate WHO has authority to be an Authorized Signer (or to open bank accounts) – if not specified in Corporate Resolution, provide additional document on Business Letterhead and signed, granting authority to appropriate Authorized Signer</li> <li>Document must be signed by an Officer</li> </ul>
	Statement and Designation by Foreign Corporation (S&DC-S/N) <ul style="list-style-type: none"> <li>Only required if formed outside of California</li> <li>Must be dated within the last 6 months</li> </ul>
	Certification of Beneficial Ownership Form <ul style="list-style-type: none"> <li>Provided by Wheelhouse Credit Union and completed in-person</li> </ul>