



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.**

INCORPORATED ASSOCIATION OR INCORPORATED NON-PROFIT ORGANIZATION	
Documents Required Check off List	
X	**REQUIRED: For each person with 25% or more ownership
	Primary Identification** <ul style="list-style-type: none"> Unexpired driver's license, passport or government issued id
	Secondary Identification** <ul style="list-style-type: none"> 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
	Physical Address**
	Social Security Number**
	Date of Birth**
	Articles of Incorporation and any amendments (must be stamped by the CA Secretary of State) <ul style="list-style-type: none"> Business name and Articles of Incorporation information must match all provided documents California Secretary of State Stamp (ONLY California state filings are acceptable)
	Statement and Designation by Foreign Corporation (S&DC-S/N) (ONLY REQUIRED IF FORMED OUTSIDE OF CALIFORNIA) (must be dated within the last 6 months)
	Corporate Resolution (must be on business letterhead) <ul style="list-style-type: none"> ALL Officers' names must be listed 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 Document must be signed by an Officer
	Certification of Beneficial Ownership Form <ul style="list-style-type: none"> Provided by Wheelhouse Credit Union and completed in-person