



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.**

LIMITED LIABILITY COMPANY	
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 other 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**
	Filed Articles of Organization (Form LLC-1) <ul style="list-style-type: none"> • If Articles of Organization is electronic, the document must include the filed Secretary of State, State of California, stamp accompanied by the filed California Secretary of State Electronic Certified Copy Letter
	Statement of Information (Form LLC-12) dated within past 24 months <ul style="list-style-type: none"> • Business name and Statement of Information must match all provided documents • California Secretary of State Stamp (only CA state filings are acceptable)
	Operating Agreement (Must be on business letterhead) <ul style="list-style-type: none"> • All Members'/Managers' names must be listed • Must designate WHO has authority to be an Authorized Signer (or to open bank accounts). If not specified in Operating Agreement, provide additional documentation on Business Letterhead and signed, granting authority to appropriate Authorized Signer • Document must be signed by a Member/Manager
	Application to Register a Foreign Limited Liability Company (LLC) (LLC-5) <ul style="list-style-type: none"> • Only required if formed outside of California • Must be dated within the last 6 months
	Certification of Beneficial Ownership Form <ul style="list-style-type: none"> • Provided by Wheelhouse Credit Union and completed in-person