



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 PARTNERSHIP	
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**
	Filed Fictitious Business Name Statement
	Filed Limited Liability Partnership (Form LLP-1) <ul style="list-style-type: none"> Business name and LLP-1 information must match all provided documents
	Partnership Agreement (Must be on business letterhead) <ul style="list-style-type: none"> All partner names must be listed along with signatures Must designate WHO has authority to be an Authorized Signer (or to open bank accounts). If not specified in Partnership Agreement, provide additional documentation on Business Letterhead and signed, granting authority to appropriate Authorized Signer
	Certification of Beneficial Ownership Form <ul style="list-style-type: none"> Provided by Wheelhouse Credit Union and completed in-person