



## 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.**

UNINCORPORATED ASSOCIATION OR UNINCORPORATED NON-PROFIT CORPORATION	
Documents Required Check off List	
<b>X</b>	<b>**REQUIRED: For each authorized signer</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**
	Organization's Bylaws
	Signed Meeting Minutes listing authorized signers
	Unincorporated Non-Profit Organization Certification of Beneficial Ownership Form <ul style="list-style-type: none"> <li>Provided by Wheelhouse Credit Union and completed in-person</li> </ul>