



BUSINESS ACCOUNT CHECKLIST

Thank you for your interest in opening a business account with Redwood Credit Union. In order to provide you the best service, we request that you bring the following documents along with your Employer ID Number (EIN) to the branch when you open your account.

This is a general checklist; some circumstances may require additional information or documents. If this applies to your situation, your Member Service Representative will discuss with you any additional requirements.

REQUIRED DOCUMENTATION BY BUSINESS TYPE

Sole Proprietorship

- Fictitious Business Name Statement – if the business name does not include all owners' last names

General Partnership

- Partnership Agreement
- Fictitious Business Name Statement – if the business operates as a DBA

Limited Partnership

- Partnership Agreement
- Certificate of Limited Partnership filed with the Secretary of State
- Fictitious Business Name Statement – if the business operates as a DBA

Limited Liability Partnership

- Partnership Agreement
- Application to Register an LLP filed with the Secretary of State
- Fictitious Business Name Statement – if the business operates as a DBA

Limited Liability Company*

- Articles of Organization filed with the Secretary of State
- Fictitious Business Name Statement – if the business operates as a DBA

Corporation*

- Articles of Incorporation Certified by the Secretary of State
- Corporate Resolution Naming Authorized Signers
- Fictitious Business Name Statement – if the business operates as a DBA

Unincorporated Association*

- Resolution naming authorized signers

**If your business qualifies for tax exemption under section 501(c)3 of the Internal Revenue Code, bring in the IRS ruling or determination letter identifying the organization as a 501(c)3 organization in addition to the other required documents and the monthly checking account fee will be waived. Organizations that operate as a subdivision of a parent organization must provide a letter from that parent organization authorizing them to use their name and tax exempt status.*