

PROFESSIONAL ASSOCIATIONS

Business Account Information Checklist

Individuals that need to be present to open the account:

An authorized representative must be present (Examples: President, Vice President, Treasurer or Secretary).
Any individual that will be added as an Authorized Signer. *Note: Secretary signature always required.*

Information required to open the account:

- Personal information:
 - Personal Identification-Government Issued ID (State issued driver's license, Passport, etc.)
 - Social Security Number
- Business Documentation:
 - Tax Identification Number- A document verifying Employer Identification Number (EIN) is required (EIN Assignment Letter from the IRS, first page of a federal tax return, etc.)
 - Filed Articles of Association-also known as Certificate of Formation (Texas Secretary of State)
 - Active Status Verification-Certificate of Good Standing (EECU will obtain at account opening)
 - Assumed Name Certificate (DBA)-if operating under a different name than the Professional Association
- For businesses organized in a state other than Texas:
 - Entity formation documentation from the state the business is organized in
 - Foreign Entity Registration-Right to Transact Business in Texas (Texas Secretary of State)
- The following supplemental documentation may also be required to further verify ownership and authorization:
 - Filed amendments to the Articles of Association or Certificate of Formation
 - Associational Resolution
 - Bylaws
 - Meeting minutes

Additional information will be requested:

- Owners/General with 25% or more ownership:
 - Full name as it appears on the Government Issued ID
 - Legal Business Name and Tax Identification Number (when owner of the Professional Association is another entity)
 - Residential Address (Business Address if owner is an Entity)
 - Percentage of Ownership
- Business address
- Phone number
- Length of time in business
- Nature of the business
- Types of transactions and anticipated volume
- Business primary trade area
- Annual sales
- Source of funds to open the account
- Purpose of the business account
- Number of employees
- Names of other Financial Institutions the business has accounts with