

## **BUSINESS DOCUMENTATION REQUIRED**

If Checking services are needed, please bring 60 days bank account statements for the business (if business is new, bring 60 days of personal statements). Please see below for additional required documentation needed prior to opening a business account.

### **Sole Proprietorship**

- Business License, if required by local City, County or State Government
- Sole Proprietor Resolution choosing CVCU as depository and naming authorized signers
- Proof of address for the business

### **General Partnership (This is the only type of partnership accounts we accept)**

- CERTIFICATION OF BENEFICIAL OWNER(S) – available on CVCU website
- IRS Certification of EIN or TIN
- Business License, if required by local City, County or State Government
- Partnership Agreement – entire document listing all partners
- Partnership Resolution choosing CVCU as depository and naming authorized signers
- Proof of address for the business

### **Corporation, includes Incorporated Organizations**

- CERTIFICATION OF BENEFICIAL OWNER(S) – available on CVCU website
- IRS Certification of EIN or TIN
- Business License, if required by local City, County or State Government
- Certification from Secretary of State
- Bylaws – entire document
- Certified Articles of Incorporation – entire document
- Corporate Resolution choosing CVCU as depository and naming authorized signers
- Proof of address for the business

### **Limited Liability Company**

- CERTIFICATION OF BENEFICIAL OWNER(S) – available on CVCU website
- IRS Certification of EIN or TIN
- Business License, if required by local City, County or State Government
- Certification from Secretary of State
- Certified Articles of Organization (*Including Letters of Organization*) **OR** Operating Agreement – entire document listing all members
- Corporate Resolution choosing CVCU as depository and naming authorized signers
- Proof of address for business

### **Unincorporated Organization/Association**

- By-Laws **OR** Articles of Organization (*Including Letters of Organization*) **OR** Operating Agreement – entire document
- IRS Certification of EIN or TIN
- Charter – entire document
- Proof of address for business
- Certified Organizational Resolution choosing CVCU as depository and naming authorized signers (signed and dated by organization secretary)

### **Government or Public Funds (Includes School Accounts)**

- Per Georgia law, Credit Unions are prohibited from opening any government or public funds (funded by taxpayers) accounts. These accounts require pledging of funds, which Credit Unions are prohibited from doing.