

# BUSINESS ACCOUNT CHECKLIST



Opening an account is easy. We offer in-branch and remote options to meet your needs. While we do our best to provide a list of required documents, requirements may vary and/or may change based on the legal structure of your business.

**NOTE:** All authorized signers must be present at account opening, if opening in branch.

## PLEASE BRING THE FOLLOWING:

**All new business accounts, regardless of business type, will need to provide:**

- Business Description
- Tax Identification Number for the business and all authorized signers (Employer Identification Number and/or Social Security Number)
- Valid photo identification for each authorized signer (i.e. driver's license or state-issued identification card)

**In addition to the above, you will also need to provide the following, depending on your business type:**

### GROUP/CLUB/ORGANIZATION

- Signed authorization to open the account with OUCU and identifying all authorized signers
- EIN verification documentation

### PARTNERSHIP – GENERAL OR LIMITED

- Partnership Agreement
- EIN verification documentation

### LIMITED LIABILITY COMPANY (LLC)

- Verification of Registration with the Ohio Secretary of State
- Operating Agreement or Statement of Membership
- EIN verification documentation, if applicable

### CORPORATION

- Verification of Registration with the Ohio Secretary of State
- Articles of Incorporation
- Signed Corporate Resolution authorizing the new account with OUCU and identifying all authorized signers
- EIN verification documentation
- Type of Tax Identification Number to be used (EIN or SSN if Sole Member LLC or Husband/Wife LLC, EIN if multi-member LLC)

### NON-PROFIT ORGANIZATION

- Verification of Not-for-Profit status from the IRS
- Articles of Incorporation
- Signed Resolution or Meeting Minutes authorizing the new account with OUCU and identifying all authorized signers
- EIN verification documentation

## BENEFICIAL OWNERSHIP

**EACH** time an account is opened for a partnership, LLC, corporation or nonprofit, we are required to ask for the name, address, date of birth, Social Security number, and identifying documentation (i.e. driver's license) for:

- Each individual who directly or indirectly owns 25% or more of the legal entity, AND
- One individual with significant control of the legal entity (i.e. CEO, CFO, General Partner, Treasurer, etc.)

If you are opening an account on behalf of a legal entity, you will be required to provide the appropriate documentation to certify that this information is true and accurate to the best of your knowledge.

We understand the information requested through beneficial ownership is sensitive. It is required in order for us to comply with the law. All information collected by OUCU Financial is securely stored and handled with our strict privacy policies.

## GET STARTED TODAY

Please contact Business Services with any questions, or to schedule an appointment to open your new account.

📞 740-447-5202

✉️ [business@oucu.org](mailto:business@oucu.org)

🌐 [OUCU.org/business](https://www.oucu.org/business)

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