



Thank you for your interest in opening a business/organizational account with Member One.

All accounts, regardless of entity type, are required to provide us with the following:

1. Signed W9 form
2. Valid government issued identification for all authorized signers on the account.

The following is a list of additionally required documentation for Business/Organizational accounts based on the entity type. **All documentation is required prior to account opening.**

SOLE PROPRIETORSHIP

Required:

- EIN Issuance letter from IRS
- Certificate of assumed or fictitious name filed with the Clerk of the Circuit Courts office (for filings prior to 01/01/2020) or the receipt from the State Corporation Commission for the Certificate of Assumed or Fictitious Name filed after 01/01/2020.

A minimum of one additional item listed below:

- Business License
- If business has been in existence for more than six months, bank statements for the previous 90 days
- If business is new, 90 days of personal bank statements for the owner

LIMITED LIABILITY COMPANY

Required:

- EIN Issuance letter from IRS
- Operating Agreement signed by all members of the LLC

A minimum of one additional item listed below:

- Certified Articles of Organization or a copy of documents pulled from the SCC website
- Certificate of Fact from the State Corporation Commission (only for companies that have been in existence for more than one year)
- Business License
- For existing business 90 days of business bank statements
- Certificate of assumed or fictitious name filed with the Clerk of the Circuit Courts office (for filings prior to 01/01/2020) or the receipt from the State Corporation Commission for the Certificate of Assumed or Fictitious Name filed after 01/01/2020. **(Required if the company is doing business under multiple names)**

ORGANIZATION/ASSOCIATION

Required:

- EIN issuance letter from IRS
- Minutes from the organizations meeting showing current officers of the organization (signed by the secretary of the organization)

May be required:

- If an authorized user is not an officer of the association/organization—copy of letter or authorization signed by an officer of the organization granting the authorized user authority to transact business under the EIN of the unincorporated association or organization

GENERAL PARTNERSHIP

Required:

- EIN Issuance letter from IRS
- Signed and notarized partnership agreement
- Certificate of assumed or fictitious name filed with the Clerk of the Circuit Courts office (for filings prior to 01/01/2020) or the receipt from the State Corporation Commission for the Certificate of Assumed or Fictitious Name filed after 01/01/2020. ***(Required only if doing business under any name that does not include the full names of all partners)***

A minimum of one of the following items is required:

- Business License
- Previous 90 days of bank statements for the partnership

LIMITED LIABILITY PARTNERSHIP

Required:

- EIN Issuance letter from IRS
- Partnership Agreement
- Certificate of Assumed or Fictitious Name

A minimum of one of the following items:

- Certified Articles of Organization or recorded documents pulled from SCC website
- Certificate of Fact (only for partnerships created for a minimum of one year)
- Business License
- Previous 90 Days of Business Bank Statements
- Certificate of assumed or fictitious name filed with the Clerk of the Circuit Courts office (for filings prior to 01/01/2020) or the receipt from the State Corporation Commission for the Certificate of Assumed or Fictitious Name filed after 01/01/2020. ***(Required if the company is doing business under multiple names)***

CORPORATION

Required:

- EIN Issuance letter from IRS
- By Laws and Corporate Resolution

A minimum of one additional item listed below:

- Certified Articles of Incorporation or a copy of documents filed that are pulled from the SCC website
- Certificate of Good Standing (only for corporations that are at least one year old)
- Previous 90 days of company bank statements
- Business License
- Certificate of assumed or fictitious name filed with the Clerk of the Circuit Courts office (for filings prior to 01/01/2020) or the receipt from the State Corporation Commission for the Certificate of Assumed or Fictitious Name filed after 01/01/2020. ***(Required if the company is doing business under a different name)***

POLITICAL CAMPAIGN

Required:

- Statement of Organization
- EIN Issuance Letter from IRS

Member One FCU does not offer accounts to Money Service Businesses, Marijuana Related Businesses, or Businesses involved in internet gambling.