



Business Account Checklist

To better assist you and your company, the following are required to open a business account:

- Social Security Number (SSN) or Employer Identification Number (EIN), as applicable
- Mailing and physical address of business
- Personal identification information for each beneficial owner and authorized signer
- Business Account Questionnaire (completed by SCU in Verafin only)
- Certification of Beneficial Owner (Sole Prop and Unincorporated Associations are exempt)

Entity Specific Documentation

Sole Proprietorship:

- Business License
- Active on Department of revenue (DOR)
- Registered Trade Name(s) (DOR) if business is accepting payments in a name other than the owner's legal name

Limited Liability Company (LLC):

- Certificate of Formation (SCU to print from SOS)
- Signed Operating Agreement
- LLC Resolution of Authority (SCU form)
- Active on Secretary of State (SOS)
- Registered Trade Name(s) (DOR) if business is accepting payments in a name other than the entity's legal name

Corporation (for profit and nonprofit):

- Articles of Incorporation (SCU to print from SOS) **and** one of the following:
 - Corporate Bylaws **or** Meeting Minutes/Resolution naming the Officers/Authorized Signers
- Corporation Resolution of Authority (SCU form)
- Active on Secretary of State (SOS)
- Registered Trade Name(s) (DOR) if business is accepting payments in a name other than the entity's legal name

Partnership (General, Limited, Limited Liability):

- Signed Partnership Agreement
- Certificate of Limited Partnership (SCU to print from SOS, if applicable)
- Registration of Limited Liability Partnership (SCU to print from SOS, if applicable)
- Partnership Resolution of Authority (SCU form)
- Active on Secretary of State (SOS) - *Limited Partnership and Limited Liability Partnership only*
- Registered Trade Name(s) (DOR) if business is accepting payments in a name other than the entity's legal name

Organization, Club, or Unincorporated Association:

- Meeting Minutes and/or Letter of Authorization on letterhead, if applicable
- Organization, Club, or Unincorporated Association resolution of Authority (SCU form)

We're here to help

By Phone 800.562.8130

At a Branch [soundcu.com/branches](https://www.soundcu.com/branches)

All accounts subject to approval. Sound Credit Union will verify Business using the Secretary of State and/or Department of Revenue websites and may require additional documentation. Documentation requirements may be subject to change based on the business structure and/or compliance with Washington State and regulatory requirements.

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Insured by NCUA

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