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# Business Account Opening Checklist

Streamline your business account opening at Elevations Credit Union with this checklist. You may open your account online or by appointment with your local branch.

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## REQUIRED BUSINESS DOCUMENTS: ALL ENTITIES

- Full legal name of business, along with any registered DBA name
- If an Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) is not used: EIN from the IRS or front page of tax return
- If DBA is requested: Certificate of Fact of Trade Name and/or Statement of Trade Name of a Reporting Entity
- Proof of Good Standing with the Colorado Secretary of State (Elevations Credit Union will obtain this filing)
- Statement of Foreign Entity (if applicable)
- Authorized signer(s) information: full name, title, SSN or ITIN, home address, phone number and email address
- Valid government issued identification for all authorized signers

## REQUIRED DOCUMENTS: NONPROFITS

- Minimum two representative signers with one control person
- Authorized Signer Documentation: Signed and dated current meeting minutes or board resolution that identifies all authorized signers, w/title and includes approval for account opening with Elevations Credit Union
- Organizational Bylaws

## REQUIRED DOCUMENTS: SINGLE MEMBER LLC

- Articles of Organization
- Required for beneficial owners (owns 25% or more of the equity interests of the legal entity listed):
  - Full name, SSN or ITIN, email, phone number, home address and driver's license

## REQUIRED DOCUMENTS: MULTI-MEMBER LLC

- Articles of Organization
- Operating Agreement, including percentage of ownership
- Signed and dated Authorized Signer Documentation if not specified in the Operating Agreement: Current meeting minutes or board resolution that identifies all authorized signers, w/title and includes approval for account opening with Elevations Credit Union
- Required for beneficial owners (owns 25% or more of the equity interests of the legal entity listed):
  - Full name, SSN or ITIN, email, phone number, home address and driver's license
- Required for majority owners (owns 50% or more of the equity interests of the legal entity listed):
  - Full name, SSN or ITIN, and home address

## REQUIRED DOCUMENTATION: CORPORATION

- Article of Incorporation
- Company Bylaws, including percentage of ownership
- Signed and dated Authorized Signer Documentation: Current Meeting Minutes or Board Resolution that identifies all authorized signers, w/title and includes approval for account opening with Elevations Credit Union

Account funding includes a one-time \$5 membership fee, plus a minimum deposit of \$100 for each checking account. The account may be funded by internal account transfer, debit card or credit card. Credit cards may incur a Cash Advance Fee from your financial institution.

[Contact us](#) if your business is not within our field of membership and you would like to open a business account with Elevations.