
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.

REQUIRED BUSINESS DOCUMENTS: ALL ENTITIES

- Full legal name of business, along with any registered DBA name
- If an SSN 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, Social Security Number, 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, Social Security Number, 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, Social Security Number, 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, Social Security Number 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.