



## BUSINESS ACCOUNT OPENING CHECKLIST

USE THE FOLLOWING CHECKLIST TO GATHER INFORMATION WE WILL NEED FOR OPENING A BUSINESS ACCOUNT.

### ALL BUSINESS TYPES NEED TO PROVIDE THE FOLLOWING:

- A valid driver’s license (OR GOVERNMENT ISSUED PHOTO ID) and Social Security numbers for yourself and **EACH** individual who will be authorized to transact business on behalf of the company and/or be authorized signers on the account.
- Completed Certification of Beneficial Owner(s) form (FOUND ON THE BACK) indicating individuals who own 25% or more of equity interests in the business & a controlling person who has significant responsibility for managing the business.
- The Employer Identification Number (EIN) or tax ID number registered to your business. To request an EIN, call 1-800-829-4933 or visit <http://www.irs.gov>. (SOLE PROPRIETORSHIPS MAY CHOOSE TO USE THE OWNER’S SOCIAL SECURITY NUMBER)
- Registered and in good standing with the ND Secretary of State

\*DOCUMENT REQUIREMENTS FOR YOUR BUSINESS MAY BE DIFFERENT THAN STATED ABOVE BASED ON YOUR BUSINESS CHARACTERISTICS. DOCUMENT REQUIREMENTS MAY CHANGE AS APPLICABLE STATE AND FEDERAL REGULATIONS CHANGE

### ADDITIONAL REQUIRED INFORMATION BY COMPANY TYPE:

#### SOLE PROPRIETORSHIPS

- Certificate of Assumed Name (IF APPLICABLE)

#### LIMITED LIABILITY COMPANIES (LLC)

- Articles of Organization
- Member Control Agreement (IF APPLICABLE)

#### CORPORATIONS

- Articles of incorporation filed with the state
- Corporate by-laws (IF APPLICABLE)
- Non Profit Corporations require Board of Director Authorization

#### PARTNERSHIPS & LIMITED LIABILITY PARTNERSHIPS

- Partnership Agreements

#### UNINCORPORATED LODGES, ASSOCIATIONS, OR OTHER ENTITIES

- Bylaws (IF APPLICABLE)
- Meeting Minutes indicating who can open or transact on the account

### IMPORTANT INFORMATION YOU NEED TO KNOW ABOUT OPENING A NEW ACCOUNT

TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY, AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. IDENTITY VERIFICATION ALSO HELPS PROTECT YOU AND US FROM IDENTITY FRAUD

## BUSINESS LOAN CHECKLIST

ASPIRE CREDIT UNION OFFERS BUSINESS LOANS <\$50,000 TO QUALIFIED MEMBERS.

### BUSINESS LOAN APPLICATION REQUIREMENTS:

- We will have you complete a business loan application.
- 3 years of filed business tax returns
- 3 years of filed personal tax returns for all guarantors and owners
- Business financial statements
- Personal financial statements for all guarantors and owners

PLEASE FEEL FREE TO REACH OUT WITH ANY QUESTIONS.

701-837-5353

LOBBY HOURS

MONDAY – FRIDAY 8:00 AM - 5:30 PM

