



# BUSINESS SERVICES CORPORATION CHECKLIST

## BUSINESS DOCUMENTATION

The following documentation is required to open a business account for a Corporation.

Monterra Credit Union has the right to require additional documentation based on business status, county requirements, and state requirements.

- Employer Identification Number (EIN)**
- Fictitious Business Name Statement. Must be current (not expired, within five years of its file date)**
  - Required if the corporation is conducting business under a different name (if applicable).
- Non-Profit Corporations (if applicable)**
  - Copy of IRS form 501(c)3 – Proof of Non-Profit status
  - For Chapters of National Organizations (i.e. Boy Scouts, Red Cross) – copy of the original charter or letter from the national headquarters authorizing the creation of the chapter and permission to use the EIN of the national organization.
- Current Government Issued Photo ID for each signer (Responsible Officer, Beneficial Owner and Authorized Signer)**  
**Non-US citizens or Resident Aliens must provide Non-Citizen ID in addition to US Government issued ID**
- Certification of Trust (if applicable)**
  - Required for any Trust with 25% or greater ownership of the corporation.

If we are unable to verify the registration, principles, and status of the business through the initial review using the California Secretary of State website ([www.sos.ca.gov](http://www.sos.ca.gov)), we will require you to provide additional business documentation as requested.

## MEMBER REPRESENTATIVES

The following Member representatives must sign to authorize the opening of the membership or authorize changes of signers:

- At least one Corporate Officer