



# BUSINESS SERVICES

## SOLE PROPRIETORSHIP CHECKLIST

### BUSINESS DOCUMENTATION

**The following documentation is required to open a business account for a Sole Proprietorship.**

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

- ☐ **Primary business owner's SSN, or if applicable, IRS Employer Identification Number (EIN) Letter.**  
Non-US citizens or Resident Aliens must provide Non-Citizen ID in addition to US Government issued ID
- ☐ **Current Fictitious Business Name Statement (if applicable).**
  - Required if the owner's surname is not in the name of the business or the business name implies the existence of other owners.
- ☐ **Current and unexpired Business License.**
- ☐ **Current Government Issued Photo ID for each signer.**

### MEMBER REPRESENTATIVE(S)

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

- One sole proprietor (owner)