



# BUSINESS SERVICES

## PARTNERSHIP CHECKLIST

### BUSINESS DOCUMENTATION

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

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

- ☐ **Employer Identification Number (EIN)**
- ☐ **Partnership Agreement (first or face page and signature pages, required if not registered with the Secretary of State)**
- ☐ **FINCEN Beneficial Owner Information – If business is filed with the Secretary of State, the FINCEN BOI Registration confirmation is required for businesses established after January 1, 2024. Businesses established before Jan 1, 2024 are required to register before January 1, 2025.**
  - NOTE: Non-Profit entities are exempt from this filing.
- ☐ **Fictitious Business Name Statement (if applicable). Must be current (not expired, within five years of its file date).**
  - Required if partnership is conducting business under a name that does not include the last names of all owners or implies the presence of additional owners.
  - Required if Partnership is conducting business under a name other than what is listed in the Partnership Agreement.
- ☐ **Current Government Issued Photo ID for each signer (Responsible Individual, 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 that is a general partner.
  - Required for any Trust that is a limited partner and has a 25% or more ownership.

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 account or authorize changes of signers:

- For General Partnerships – All General Partners
- For LP or LLP – At least one Authorized Partner (as stated in Partnership Agreement)