



# BUSINESS SERVICES

## LIMITED LIABILITY COMPANIES (LLCs) CHECKLIST

### BUSINESS DOCUMENTATION

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

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

- ☐ **Employer Identification Number (EIN)** (Optional for Single Member LLC, unless owner is a Non-US Citizen)
- ☐ **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 January 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 business is conducted under a name other than what is listed in the Articles of 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, can be completed at Monterra)**
  - Required if a trust is a manager of the LLC or has a 25% or greater ownership of the LLC.

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, such as the Business Operating Agreement, as requested.

### MEMBER REPRESENTATIVE

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

- A Manager or Managing Member
- One other Manager or Member (*N/A for Single Member LLCs*)