



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)**
- ☐ **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. 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/or status of the business through the initial review using the California Secretary of State website (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