



# 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)**
- 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)