

BUSINESS ACCOUNT CHECKLIST

Business Type	Documentation Required - all forms must be COMPLETED
Sole Proprietorship	<input type="checkbox"/> Business Account Application (MSDFCU form) <input type="checkbox"/> Affidavit of Sole Proprietorship (MSDFCU form) <input type="checkbox"/> Limited Power of Attorney to Act for Sole Proprietorship (MSDFCU form) (form is not required unless they wish to grant access to account to a third party) <input type="checkbox"/> Filed Fictitious Name Certificate (unless using their proper name) <input type="checkbox"/> Tax I.D. assignment verification from I.R.S. or Social Security Number <input type="checkbox"/> State or Federally issued photo I.D. for Sole Proprietor and all agents
General Partnership	<input type="checkbox"/> Business Account Application (MSDFCU form) <input type="checkbox"/> Partnership Resolution (MSDFCU form) <input type="checkbox"/> Certification of Beneficial Owner(s) (MSDFCU form) <input type="checkbox"/> Filed Fictitious Name Certificate (unless using their proper name) <input type="checkbox"/> Partnership Agreement <input type="checkbox"/> Tax I.D. assignment verification from I.R.S. <input type="checkbox"/> State or Federally issued photo I.D. for all partners and authorized signers
Limited Partnership	<input type="checkbox"/> Business Account Application (MSDFCU form) <input type="checkbox"/> Limited Partnership Resolution (MSDFCU form) <input type="checkbox"/> Certification of Beneficial Owner(s) (MSDFCU form) <input type="checkbox"/> Certificate of Limited Partnership <input type="checkbox"/> Filed Fictitious Name Certificate (unless using their proper name) <input type="checkbox"/> Partnership Agreement <input type="checkbox"/> Tax I.D. assignment verification from I.R.S. <input type="checkbox"/> State or Federally issued photo I.D. for all partners and authorized signers
Limited Liability Company	<input type="checkbox"/> Business Account Application (MSDFCU form) <input type="checkbox"/> Limited Liability Company Resolution (MSDFCU form) <input type="checkbox"/> Certification of Beneficial Owner(s) (MSDFCU form) <input type="checkbox"/> Certificate of Organization <input type="checkbox"/> Limited Liability Company Operating Agreement <input type="checkbox"/> Tax I.D. assignment verification from I.R.S. <input type="checkbox"/> State or Federally issued photo I.D. for all members and authorized signers
Corporation	<input type="checkbox"/> Business Account Application (MSDFCU form) <input type="checkbox"/> Corporate Resolution (MSDFCU form) <input type="checkbox"/> Certification of Beneficial Owner(s) (MSDFCU form) <input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Tax I.D. assignment verification from I.R.S. <input type="checkbox"/> State or Federally issued photo I.D. for all owners and authorized signers <input type="checkbox"/> By-Laws (for non-profit corporations)