

## Vantage West Credit Union

### REQUIREMENTS TO OPEN A BUSINESS ACCOUNT

<b>Business Type</b>	<b>Requirements</b>	
	<b>Identification</b>	<b>Documents (Bold = Required)</b>
Sole Proprietorship	<ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• SSN #</li> </ul>	<ul style="list-style-type: none"> <li>• Business License or Trade Name Certificate, if available, showing sole proprietor and DBA name.</li> </ul>
General Partnership	<ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Partnership Agreement</b> showing name of partnership and listing the general partners</li> <li>• <b>Certification of Tax ID Number</b></li> <li>• Business License or Trade Name Certificate, if available</li> <li>• <b>Signatures of all Partners</b> for Depository Resolution</li> </ul>
Limited Partnership (LP)** & Limited Liability Partnership (LLP)**	<ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Partnership Agreement</b> showing name of partnership and listing the general partners</li> <li>• <b>Certification of Limited Partnership</b> issued by Arizona Secretary of State</li> <li>• Business License or Trade Name Certificate, if available</li> <li>• <b>Signature of all Partners</b> for Depository Resolution</li> </ul>
Corporation – For Profit**	<ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Articles of Incorporation</b>, stamped and recorded by Arizona Corporation Commission</li> <li>• Business License or Trade Name Certificate, if applicable</li> <li>• Signature of Corporate Secretary for Depository Resolution</li> </ul>
Corporation – Non-Profit**	<ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Articles of Incorporation</b>, stamped and recorded by Arizona Corporation Commission</li> <li>• Business License or Trade Name Certificate, if available</li> <li>• <b>Signature of Corporate Secretary</b> for Depository Resolution</li> </ul>
Limited Liability Company(LLC)**	<ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Articles of Organization</b>, listing all members, stamped and recorded by Arizona Corporation Commission</li> <li>• Business License or Trade Name Certificate, if available</li> <li>• <b>Signature of all LLC Members</b> for Depository Resolution</li> </ul>
Unincorporated Organizations & Associations	<ul style="list-style-type: none"> <li>• Appropriate Identification for all signers*</li> <li>• TIN #</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Documentation on organization's letterhead</b> containing official name of organization, address, telephone contact information for officers of organization, and authorized signers to be on account</li> <li>• <b>Certification of Tax ID Number</b></li> <li>• <b>Official Recognition Document</b> for U of A, Pima College and DMAFB organizations</li> </ul>

**\*Appropriate Identification** = 2 valid forms of ID, one of which must be a government-issued photo ID (such as state driver's license), and one other ID (such as current credit card).

**Note:** All persons named as signers on the account must sign in person at the branch or have their signature notarized on the Business Account Agreement.

**\*\*If the business was established in another state, a certificate issued by the Arizona Secretary of State or Arizona Corporation Commission authorizing the business to transact business in Arizona will be required.**