

All Business Types Will Need to Provide:

- ✓ Valid government issued Photo Identification and Social Security Numbers for all individuals that will be authorized to transact business on behalf of the company and/or authorized signers on the account.
- ✓ An Employer Identification Number (EIN) or tax ID number that is registered to your business. To request an EIN, call 1-800-829-4933 or go to <http://www.irs.gov>. For foreign businesses that do not have a United States EIN, a signed copy of the appropriate W-8 form will be required. Note: Sole Proprietorships may choose to use the owner's Social Security Number.
- ✓ The legal document that shows when the company was formed. (Articles of Incorporation, Articles of Organization, Charter, etc.) Note: Sole Proprietorships are not required to prove this document.

Additional documentation is required to open your business account.

Sole Proprietorship: (Provide one or more of the following documents.)

- State of Ohio Certificate
- Business License
- Vendors License
- Contractors' License
- Business Tax Certificate
- City Tax Certificate
- Picture ID
- Documentation of the Ohio Sales Tax Number for the Business

Limited Liability Company:

- Articles of Organization
- Operating Agreement
- TIN/EIN
- Certificate of Good Standing issued by the Secretary of State
- Picture ID of ALL authorized Signers

Corporation:

- Articles of Incorporation
- TIN/EIN
- Picture ID of ALL authorized Signers
- Certificate of Good Standing issued by the Secretary of State
- Bylaws of Code or Regulations

Not-for-Profit/Organization/Association:

- TIN/EIN
- Picture ID of ALL authorized Signers
- Bylaws, Charter, Constitutions, or similar documents outlining the purpose of the organization and specifying which officers are authorized to sign for the organization/association.

General Partnership:

- TIN/EIN
- Picture ID of ALL authorized Signers
- Written Partnership Agreement
- Assumed Name Certificate issued by the Secretary of State

Limited Partnership:

- TIN/EIN
- Picture ID of ALL authorized Signers
- Written Partnership Agreement
- Certificate of Limited Partnership issued by the Secretary of State

A Credit Union Resolution Form is provided to you by Cincinnati Ohio Police FCU and is specific to the legal structure of your business. The resolution needs to be signed by all of the individuals that are owners/officers of the business, as well as individuals who will be authorized to sign on the depository account.

Document requirements for your business may be different than stated above based on certain state requirements and/or business characteristics. Document requirements may change as applicable state and federal regulations change.