

Business Services Documentation Checklist

ALL ENTITIES REQUIRE THE FOLLOWING

- All signers and beneficial owners require two forms of ID. One form must be government issued. (see below)
- Business Information and Resolution Form (provided by SESLOC)

GOVERNMENT ISSUED ID EXAMPLES

U.S. Citizens: State issued driver's license, state issued ID card, passport, etc.

Non U.S. Citizens: A Tax Identification Number is required

Permanent residents: Permanent Resident Alien Card | Non-permanent residents: Passport with Visa

ADDITIONAL DOCUMENTATION

SOLE PROPRIETORSHIP

- Certified Fictitious Business Name Statement

CORPORATION

- Certified Articles of Incorporation
- Certification of Beneficial Ownership (provided by SESLOC)
- Certified Statement of Information
- Meeting Minutes (may be required)
- Certified Fictitious Business Name Statement (may be required)

PARTNERSHIPS

- Partnership Agreement
- Certification of Beneficial Ownership
- Certified Fictitious Business Name Statement (may be required)
- Certified Statement of Information
- LP-1 Certificate of Limited Partnership
- LLP-1 Certificate of Limited Liability Partnership

LLC LIMITED LIABILITY COMPANY

- Operating Agreement
- LLC-1 Articles of Organization
- Certification of Beneficial Ownership
- Certified Statement of Information
- Certified Fictitious Business Name Statement (may be required)

NONPROFIT CORPORATION

- Certified Articles of Incorporation
- Meeting Minutes
- Certification of Beneficial Ownership (provided by SESLOC)

UNINCORPORATED ASSOCIATION

- Meeting Minutes

THESE DOCUMENTS MAY ALSO BE REQUIRED

- Business License Bylaws
- Statement and Designation by a Foreign Corporation if incorporated outside CA

SESLOC Federal Credit Union has the right to require additional documentation based on business status, county requirements, and state requirements.