

Corporation Checklist



Business Documentation

The following documentation is required to open a business account for a corporation.

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

- ☐ **IRS Employer Identification Number (EIN) Letter**
- ☐ **Articles of Incorporation**
- ☐ **Filed Statement of Information (Form SI-550)**
- ☐ **Meeting Minutes (member may use SESLOC form as a supplemental form to the organization meeting minutes.)** Officers must match the Statement of Information.
 - Meeting Minutes must contain the following:
 - The name of the group on the letterhead
 - The first and last name of each officer of the group
 - Signature of the secretary of the group
 - Requested actions to be taken on the membership. (EX. Add or remove signer)
- ☐ **Certified Fictitious Business Name Statement (if applicable)**
 - Required if the corporation is conducting business under a different name.
- ☐ **Current Government Issued Photo ID**
- ☐ **Certification of Trust (if applicable, can be completed at SESLOC)**
 - Required for any trust with 20% or greater ownership of the corporation.
 - Must be dated within the last 5 years.

Authorizing Individuals

The following authorizing representatives must sign to authorize the opening of the membership or authorize changes of signers:

- Secretary
- One other Officer

Notes:
