



Business Documentation

The following documentation is required to open a business account for a Non-profit 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-100)

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 corporation is conducting business under a name other than what is listed in the Articles of Incorporation

Current Government Issued Photo ID for each signer a second form of ID for each signer.

Authorizing Individuals

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

- Secretary
- One other corporate officer

Notes:
