

NEW BUSINESS MEMBERSHIP				
SESLOC Business Account Application, Agreement and Resolution (Signature Card) + Addendum(s) SESLOC Activity Questionnaire				
Sole Proprietorship	General Partnership <sup>1</sup>	LLC	Corporation (incl. Non-Profit)	Unincorporated Association
Fictitious Business Name Statement <sup>2</sup>	Partnership Agreement  SESLOC Beneficial Ownership Form	Articles of Organization  Statement of Information  SESLOC Beneficial Ownership Form	Articles of Incorporation  Statement of Information  SESLOC Beneficial Ownership Form	Meeting Minutes <sup>3</sup>
<b>May Be Required</b>	Fictitious Business Name Statement <sup>2</sup> 3 Months Bank Statements			
<b>WHO + WHAT + WHERE WHEN + WHY + HOW</b>	WHO manages the business/non-profit?			
	WHAT does the business/non-profit do?			
	WHERE is business conducted?			
	WHEN was the business/non-profit established?			
	WHY a new account at SESLOC today?			
	HOW many other banking accounts, if any, will remain open for this business/non-profit?			

<sup>1</sup>For LP or LLPs, contact [operations@sesloc.org](mailto:operations@sesloc.org) for document requirements

<sup>2</sup>Fictitious Name Statement can be waived if:

- The entity is a non-profit organization.
- A sole proprietorship uses only the owner's surname and does not imply additional owners.

<sup>3</sup>Meeting minutes are required to contain the following elements:

- Organization letterhead
- Names and Titles of Officers
- The Approved Action (such as opening a SESLOC membership, making changes to officers or signers, or adding a Doing Business As)

# Business Documents - Modifications

## MINOR MODIFICATIONS (Applies to all Entity Types)

### Business Account Modification Request – See Form for Signature Requirements

Verbal Password	Fictitious Name (DBA)		Current Authorized Signer Name
Overdraft Services	For Profit	Non-Profit	Updated Social Security Card or Driver's License
Share Certificate Maturity	Fictitious Name Statement <sup>2</sup>	Meeting Minutes <sup>3</sup>	
No Additional Documents Required			

## OPEN CERTIFICATE

### SESLOC Share Certificate Form

Sole Proprietorship	General Partnership <sup>1</sup>	LLC	Corporation (incl. Non-Profit)	Unincorporated Association
	SESLOC Beneficial Ownership Form	SESLOC Beneficial Ownership Form	SESLOC Beneficial Ownership Form	

## OPEN SAVINGS/CHECKING/MONEY MARKET

### SESLOC Business Account Application, Agreement and Resolution (Signature Card) + Addendum(s) SESLOC Activity Questionnaire

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	SESLOC Beneficial Ownership Form	SESLOC Beneficial Ownership Form	SESLOC Beneficial Ownership Form	

## CHANGE SIGNERS

### SESLOC Business Account Application, Agreement and Resolution (Signature Card) + Addendum(s)

Sole Proprietorship	General Partnership <sup>1</sup>	LLC	Corporation (incl. Non-Profit)	Unincorporated Association
Fictitious Business Name Statement <sup>2</sup>	Partnership Agreement (General Partner Change Only) SESLOC Beneficial Ownership Form	SESLOC Beneficial Ownership Form	SESLOC Beneficial Ownership Form	Meeting Minutes <sup>3</sup>

## BUSINESS NAME CHANGE

### SESLOC Business Account Application, Agreement and Resolution (Signature Card) + Addendum(s)

Sole Proprietorship	General Partnership <sup>1</sup>	LLC	Corporation (incl. Non-Profit)	Unincorporated Association
Fictitious Name Statement <sup>2</sup>	Partnership Agreement SESLOC Beneficial Ownership Form	Amended Articles of Organization SESLOC Beneficial Ownership Form	Amended Articles of Incorporation SESLOC Beneficial Ownership Form	Meeting Minutes <sup>3</sup>

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