



# Business Documents – OnBoarding & Modification



## Operations

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
<input type="checkbox"/> Fictitious Business Name Statement <sup>2</sup>	<input type="checkbox"/> Partnership Agreement <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Articles of Organization <input type="checkbox"/> Statement of Information <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Statement of Information <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Meeting Minutes <sup>3</sup>
<b>May Be Required</b>	<input type="checkbox"/> Fictitious Business Name Statement <sup>2</sup> <input type="checkbox"/> 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 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	<input type="checkbox"/> Updated Social Security Card or Valid Government Issued ID
Share Certificate Maturity	<input type="checkbox"/>	<input type="checkbox"/>	
No Additional Documents Required	Fictitious Name Statement <sup>2</sup>	Meeting Minutes <sup>3</sup>	

## OPEN CERTIFICATE

SESLOC Share Certificate Form

Sole Proprietorship	General Partnership <sup>1</sup>	LLC	Corporation (incl. Non-Profit)	Unincorporated Association
-	<input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Statement of Information <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Statement of Information <input type="checkbox"/> SESLOC Beneficial Ownership Form	-

## OPEN SAVINGS/CHECKING/MONEY MARKET

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
-	<input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Statement of Information <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Statement of Information <input type="checkbox"/> 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
<input type="checkbox"/> Fictitious Business Name Statement <sup>2</sup>	<input type="checkbox"/> Partnership Agreement (General Partner Change Only) <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Statement of Information <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Statement of Information <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> 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
<input type="checkbox"/> Fictitious Name Statement <sup>2</sup>	<input type="checkbox"/> Partnership Agreement <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Amended Articles of Organization <input type="checkbox"/> Statement of Information <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Amended Articles of Incorporation <input type="checkbox"/> Statement of Information <input type="checkbox"/> SESLOC Beneficial Ownership Form	<input type="checkbox"/> Meeting Minutes <sup>3</sup>

<sup>1</sup> For LP or LLPs, contact operations@sesloc.org for document requirements

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

- The entity is a non-profit organization, or 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 with Names and Titles of Officers
- Approved Action (e.g., opening a SESLOC membership, making changes to officers or signers, or adding a Doing Business As)