

Starting Your New UNCLE Credit Union Business Banking Relationship

Thank you for choosing UNCLE for all your business needs. We want your new account opening experience to be smooth and easy. We have provided the following important information to help you get started. We look forward to working with you.

Information Required To Open Account

SOLE PROPRIETORSHIP

Social Security Number of Business Tax Identification Number

Business Document(s)

- Business License
- Doing Business As – A fictitious name statement will be required if your business is operating with a DBA (doing business as). For example: John Jones Paint Supply, DBA John's Professional Painting.

Additional information that will be required at account opening:

- Business physical address and phone number
- Number of business locations
- Where products and services are sold
- The nature of your business
- Types of transactions and volumes you expect to process through the new account
- Personal information and identification for all owner/authorized signers

GENERAL PARTNERSHIP

Business Tax Identification Number

Business Formation Document(s)

- Partnership Agreement
- Doing Business As – A fictitious name statement will be required if your business is operating with a DBA (doing business as). For example: Jones Paint Supply GP, DBA Jones Professional Painting.

Additional information that will be required at account opening:

- Business physical address and phone number
- Number of business locations
- Where products and services are sold
- The nature of your business
- Types of transactions and volumes you expect to process through the new account
- Personal information and identification for all partners/authorized signers
 - Name and information of all partners with 10% of more ownership

LIMITED PARTNERSHIP

Business Tax Identification Number

Business Formation Document(s)

- Certificate of Limited Partnership
- Doing Business As – A fictitious name statement will be required if your business is operating with a DBA (doing business

as). For example: Jones Paint Supply LP, DBA Jones Professional Painting.

Additional information that will be required at account opening:

- Business physical address and phone number
- Number of business locations
- Where products and services are sold
- The nature of your business
- Types of transactions and volumes you expect to process through the new account
- Personal information and identification for all general partners/authorized signers
 - Name and information of all partners with 10% of more ownership

CORPORATIONS

Business Tax Identification Number

Business Formation Document(s)

- Articles of Incorporation
 - *Note: If your business is organized in another state, and operates in CA, documentation from both states is required.*
- Doing Business As – A fictitious name statement will be required if your business is operating with a DBA (doing business as). For example: Jones Paint Supply Inc. DBA Jones Professional Painting.

Additional information that will be required at account opening:

- Business physical address and phone number
- Number of business locations
- Where products and services are sold
- The nature of your business
- Types of transactions and volumes you expect to process through the new account
- Personal information and identification for all owner/authorized signers

LIMITED LIABILITY COMPANY

Business Tax Identification Number

Business Formation Document(s)

- Articles of Organization
 - *Note: If your business is organized in another state, and operates in CA, documentation from both states is required.*
- Doing Business As – A fictitious name statement will be required if your business is operating with a DBA (doing business as). For example: Jones Paint Supply LLC. DBA Jones Professional Painting.

Additional information that will be required at account opening:

- Business physical address and phone number
- Number of business locations
- Where products and services are sold
- The nature of your business
- Types of transactions and volumes you expect to process through the new account
- Personal information and identification for all members/authorized signers
 - Name and information of all members with 10% of more ownership

LIMITED LIABILITY PARTNERSHIP

Business Tax Identification Number

Business Formation Document(s)

- Limited Liability Partnership Registration
 - *Note: If your business is organized in another state, and operates in CA, documentation from both states is required.*
- Doing Business As – A fictitious name statement will be required if your business is operating with a DBA (doing business as). For example: Jones, Jones, Jones, Attorney at Law LLP. DBA Jones & Sons Law Offices.

Additional information that will be required at account opening:

- Business physical address and phone number
- Number of business locations
- Where products and services are sold

- The nature of your business
- Types of transactions and volumes you expect to process through the new account
- Personal information and identification for all partners/authorized signers
 - Name and information of all partners with 10% of more ownership

NON-PROFIT CORPORATION

Business Tax Identification Number

Business Formation Document(s)

- Articles of Incorporation
- IRS Tax Determination Letter
 - *Note: If your business is organized in another state, and operates in CA, documentation from both states is required.*

Additional information that will be required at account opening:

- Business physical address and phone number
- Number of business locations
- Where products and services are sold
- The nature of your business
- Types of transactions and volumes you expect to process through the new account
- Personal information and identification for all officers/authorized signers

UNINCORPORATED ASSOCIATION(S)

Business Tax Identification Number

Business Formation Document(s)

- Articles of Association
- Business License if Required
- Statement of Unincorporated Business Association
- If HOA Statement of Common Interest Development Association
- If Non-Profit — IRS Tax Determination Letter
 - *Note: If your business is organized in another state, and operates in CA, documentation from both states is required.*

Additional information that will be required at account opening:

- Business physical address and phone number
- Number of business locations
- Where products and services are sold
- The nature of your business
- Types of transactions and volumes you expect to process through the new account
- Personal information and identification for all officers/authorized signers

CONTACT US

800.34UNCLE

925.447.5001

www.unclecu.org

Financial Center Hours*

Monday – Thursday: 9am – 5pm

Friday: 9am – 6pm

Saturday: 10am – 2pm

* Some financial centers operate on different schedules, please visit our website for location specific hours.

Contact Center Hours

Monday – Friday: 8am – 6pm

Saturday: 10am – 2pm

Locations

UNCLE offers several financial locations, and through the CO-OP network members can take advantage of over 30,000 fee-free ATMs and over 5,000 Shared Branching locations nationwide.

Go to **www.unclecu.org/locations**
to find a location near you.