

# Starting Your New Business Banking Relationship



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

## Information Required to Open an Account

### SOLE PROPRIETORSHIP

Social Security Number or 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: 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

### LIMITED LIABILITY COMPANY

Business Tax Identification Number

#### Business Formation Document(s)

- Articles of Organization
- Operating Agreement
  - 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: 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

### 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.

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- 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

## 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

## 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: 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: DBA Jones Professional Painting

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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% 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.

## UNINCORPORATED ASSOCIATION(S)

Business Tax Identification Number

Business Formation Document(s)

- Articles of Association
- Business License, if Required
- Statement of Unincorporated Business Association
- Fictitious Name Statement
- If HOA – Statement of Common Interest Development Association
- If Non-Profit – IRS Tax Determination Letter
  - Registration of Unincorporated Nonprofit Associations
- *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