

**First Financial Credit Union Business Account Required Document Checklist**

## Thank you for your interest in First Financial Credit Union

We recognize that various business structures require specific documentation. To streamline the application process, we have developed a checklist tailored to each business type. Please review the list to ensure all necessary documents relevant to your type of business are brought with you to your appointment. This will expedite the account opening process.

<b>Limited Liability Company (LLC)</b>	<input type="checkbox"/> Articles of Organization (filed) <input type="checkbox"/> Certificate of Organization (filed) <input type="checkbox"/> EIN Confirmation Letter (SS-4) <input type="checkbox"/> If not included in Articles of Organization, Operating Agreement, (signed) specifying who is authorized to establish membership and transact on behalf of the LLC	<b>Sole Proprietorship</b>	<input type="checkbox"/> Current Business License <input type="checkbox"/> If using EIN, EIN Confirmation Letter (SS-4)
<b>Partnership</b>	<input type="checkbox"/> Partnership Agreement (filed) <input type="checkbox"/> EIN Confirmation Letter (SS-4) <input type="checkbox"/> If not included in the Partnership Agreement, Partnership Resolution, (signed) specifying who is authorized to establish membership and transact on behalf of the partnership	<b>Club</b>	<input type="checkbox"/> Letter from sanctioning organization recognizing both the Team/Club and owner of the account <input type="checkbox"/> Must be a current member of FFCU for a <b>minimum of 6 months</b>
<b>Corporation (Inc.)</b>	<input type="checkbox"/> Articles of Incorporation (filed) <input type="checkbox"/> Certificate of Incorporation (filed) <input type="checkbox"/> EIN Confirmation Letter (SS-4) <input type="checkbox"/> If not included in the Articles of Incorporation, Bylaws (signed), specifying who is authorized to establish membership and transact on behalf of the Corporation <input type="checkbox"/> For non-profit, IRS Determination Letter of exempt status (501 c-3)	<b>Association or Organization</b>	<input type="checkbox"/> Letter (on letterhead if possible) or Meeting Minutes with the following: <ul style="list-style-type: none"> <li>• Officers / Board of Directors knowledge of new account</li> <li>• Stated purpose of association</li> <li>• Specification of who is authorized to establish membership and transact on behalf of the Association/Organization</li> </ul> <input type="checkbox"/> EIN Confirmation Letter (SS-4)

**Please note, additional documents may be required, including personal identifiable information**