

BUSINESS DOCUMENTATION REQUIRED

Sole Proprietorship

- Business License or Trade Name Certification from Clerk of Court
- Sole Proprietor Resolution choosing CVCU as depository and naming authorized signers
- IRS Certification of Tax ID
- If Checking services needed, previous financial institution bank analysis &/or 60 days bank statements for the business (if business is new, 60 days of personal bank checking statements)

General Partnership (*This is the only type of partnership accounts we accept*)

- CERTIFICATION OF BENEFICIAL OWNER(S) – *available on CVCU website*
- Partnership Agreement & Business License
- Partnership Resolution choosing CVCU as depository and naming authorized signers.
- IRS Certification of Tax ID
- If Checking services needed, previous financial institution bank analysis &/or 60 days bank statements for the business (if business is new, 60 days of personal bank checking statements)

Unincorporated Organization/Association

- Charter or By-Laws or Operating Agreement
- Certified organizational Resolution choosing CVCU as depository and naming authorized signers. (signed and dated by organization secretary)
- IRS Certification of Tax ID
- If Checking services needed, previous financial institution bank analysis &/or 60 days bank statements for the business (if business is new, 60 days of personal bank checking statements)

Corporation

- CERTIFICATION OF BENEFICIAL OWNER(S) – *available on CVCU website*
- Certification from Secretary of State
- Corporate Resolution choosing CVCU as depository and naming authorized signers
- IRS Certification of Tax ID
- If Checking services needed, previous financial institution bank analysis &/or 60 days bank statements for the business (if business is new, 60 days of personal bank checking statements)

Limited Liability Company

- CERTIFICATION OF BENEFICIAL OWNER(S) – *available on CVCU website*
- Certification from Secretary of State
- Corporate Resolution choosing CVCU as depository and naming authorized signers
- IRS Certification of Tax ID
- If Checking services needed, previous financial institution bank analysis &/or 60 days bank statements for the business (if business is new, 60 days of personal bank checking statements)