

Business Account Opening Checklist

The below checklist outlines the documents you will need to open your new business account at Honor Credit Union. Please navigate to the section that describes your business structure.

Sole Prop- Documentation Requirements for Account Opening

- ☐ Name, social security number, date of birth, and address for all signers on account
- ☐ Valid photo ID of all signers on the account
- ☐ Unexpired DBA document issued from county.
- ☐ EIN certification from IRS is applicable.

Corporation – Documentation Requirements for Account Opening

- ☐ Name, social security number, date of birth, and address for the business owner.
- ☐ Valid photo ID of business owner.
- ☐ Articles of Incorporation
- ☐ Corporation by-laws
- ☐ EIN certification from IRS

Partnership -Documentation Requirements for Account Opening

- ☐ Name, social security number, date of birth, and address for the business owner.
- ☐ Valid photo ID of business owner.
- ☐ Certificate of limited partnership
- ☐ Partnership agreement or signed meeting minutes to open account
- ☐ EIN Certification from IRS

LLC -Documentation Requirements for Account Opening

- ☐ Name, social security number, date of birth, and address for the business owner.
- ☐ Valid photo ID of business owner.
- ☐ Articles of Incorporation
- ☐ Operating Agreement if not a Sole-Member
- ☐ EIN Certification from IRS if applicable



Organization – Documentation Requirements for Account Opening

- ☐ Name, social security number, date of birth, and address for the business owner.
- ☐ Valid photo ID of business owner.
- ☐ EIN Certification from IRS
- ☐ Letter of Authority on letter head or current signed meeting minutes on letter head or By-laws

LLP -Documentation Requirements for Account Opening

- ☐ Name, social security number, date of birth, and address for the business owner.
- ☐ Valid photo ID of business owner.
- ☐ EIN Certification from IRS
- ☐ Partnership or Operating Agreement
- ☐ Application to register an LLP

