



Fiduciary (Special) Account Opening Checklist

Please use the checklist below to determine what paperwork will be required to open your new fiduciary account at Honor Credit Union. Please navigate to the section that best describes the type of fiduciary account you would like to open.

Representative Payee – Document Requirements for Account Opening

- ☐ Letter from Social Security Administration naming the Rep Payee for the beneficiary (if a letter cannot be produced, a check from Social Security Administration with both the Representative Payee and Beneficiary can be accepted).
- ☐ Social Security Number for the Representative Payee
- ☐ Valid Photo ID of Representative Payee
- ☐ Name, social security number, date of birth, and address for the beneficiary of the account

Guardianship/Conservatorship – Document Requirements for Account Opening

- ☐ Letter of Conservatorship or Letter of Guardianship signed by a Michigan court.
- ☐ Social security number for the Guardian/Conservator
- ☐ Valid photo ID of Guardian/Conservator
- ☐ Provision of Financial Authority for Guardianship
- ☐ Name, social security number, date of birth, and address for the beneficiary of the account

Trust – Document Requirements for Account Opening

- ☐ Certificate of Trust Existence and Authority -drafted by a Michigan Attorney
- ☐ Social security number if account is being opened under grantors social security number
- ☐ EIN Certification (copy of letter from IRS assigning EIN) if account is being opened with EIN and not the grantors social security number.
- ☐ Valid photo ID for all Trustees
- ☐ Name, social security number, date of birth, and address for all Trustees listed on trust

Estate Accounts – Document Requirements for Account Opening

- ☐ Letter of Authority - Certified copy of the court order naming the personal representative
- ☐ EIN Certification (copy of letter from IRS assigning EIN) – Account must be opened under EIN
- ☐ Death Certificate
- ☐ Name, social security number, date of birth, and address for Personal Representative

