BUSINESS ACCOUNT OPENING GUIDE

PARTNERSHIPS

Business Qualification:

- To qualify for business membership, your business can meet either of the following criteria:
  - All business owners (100%) must be current members of Commonwealth Credit Union
  - The business can join the Community Impact Fund Association

Business Documentation Requirements:

- Proof of Employer Identification Number (EIN) – IRS Letter, previous year's tax return, or W-9
- Active and in good standing with the Kentucky Secretary of State
- **General Partnerships**: Statement of Partnership Authority or a Certificate of Authority (for foreign business entities) from the Kentucky Secretary of State
- **Limited Partnerships**: Certificate of Limited Partnership or a Certificate of Authority (for foreign business entities) from the Kentucky Secretary of State
- **Limited Liability Partnerships**: Statement of Qualification or a Statement of Foreign Qualification (for foreign business entities) from the Kentucky Secretary of State

Kentucky Secretary of State
700 Capital Avenue, Ste. 152, Frankfort, KY 40601
(502) 564-3490
www.sos.ky.gov

Individual Identification Requirements for Responsible Individual(s) or Authorized Signer(s):

- U.S. Government-issued photo ID; examples:
  - U.S. citizens: state issued Driver's License, state issued ID, passport, military ID, etc.
  - Non-U.S. citizens: Permanent Resident Card (Green card); passport of country of nationality or Matrícula Consular ID card, depending on citizenship status
- Social Security Number

Owners Holding 25% or More Ownership:

- U.S. Government-issued photo ID; examples:
  - U.S. citizens: state issued Driver's License, state issued ID, passport, military ID, etc.
  - Non-U.S. citizens: Permanent Resident Card (Green card); passport of country of nationality or Matrícula Consular ID card, depending on citizenship status
- Social Security Number
- Percentage of Ownership

We may request additional documentation to ensure the accuracy and completeness of the information provided. For more details, please contact a Financial Service Representative at **(502) 564-4775** or **(800) 228-6420**.

Commonwealth Credit Union
P.O. Box 917, Frankfort, KY 40601
www.ccuky.org