COMMONWEALTH CREDIT UNION

BUSINESS ACCOUNT OPENING GUIDE

CORPORATIONS – NON-PROFIT

Business Qualification:

- The business must meet at least one of the following criteria to qualify for business membership:
  - The business joins the Community Impact Fund Association
  - The business is located in one of the following Kentucky counties:
    Adair, Bell, Boyd, Breathitt, Carter, Casey, Clay, Clinton, Cumberland, Elliott, Floyd, Green, Harlan, Jackson, Johnson, Knott, Knox, Laurel, Lawrence, Leslie, Letcher, McCreary, Magoffin, Martin, Menifee, Morgan, Owsley, Perry, Pike, Pulaski, Rockcastle, Russell, Taylor, Wayne, Whitley or Wolfe

Business Documentation Requirements:

- Proof of Employer Identification Number (EIN) – IRS Letter, previous year's tax return, or W-9
- Official meeting minutes or an official letter that designates the individuals who will be listed on the membership, signed by at least two leading officers of the organization.
- Active and in good standing with the Kentucky Secretary of State
- Articles of Incorporation or a Certificate of Authority (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

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