

SOLE PROPRIETORSHIPS (DBA)**Business Qualification:**

- Sole proprietors must meet at least one of the following criteria to qualify for business membership:
 - The sole proprietor is a current member of Commonwealth Credit Union
 - 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
- Certificate of Assumed Name - This form is required when the sole proprietor’s last name is not included in the business name. It must be obtained from the county clerk in the county where the business is conducted within the state of Kentucky.
- Business License – This form is required when the Sole Proprietor’s last name is included in the name of the business. It must be obtained from the county where the business is conducted within the state of Kentucky (visit thinkkentucky.com to determine licensing needs.)

Individual Identification Requirements for Responsible Individual 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**.