

BUSINESS ACCOUNT OPENING GUIDE

LIMITED LIABILITY COMPANY (LLC) - FOR PROFIT

Business Qualification:

- \circ 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:

- o Proof of Employer Identification Number (EIN) IRS Letter, previous year's tax return, or W-9
- o Active and in good standing with the Kentucky Secretary of State
- Articles of Incorporation or 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
- o 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
- o 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