



BUSINESS ACCOUNT OPENING GUIDE

LIMITED LIABILITY COMPANY (LLC) – NON-PROFIT

Business Qualification:

- To qualify for business membership, your business must 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
- 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 Organization 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