

# New Business Account Checklist

**Business Name:** \_\_\_\_\_

**Member Number:** \_\_\_\_\_ **TIN/EIN/SSN:** \_\_\_\_\_

**DBA (if applicable):** \_\_\_\_\_

Please provide the documents requested below for your specific business structure.

Check to ensure you have all the necessary documents for opening a business account.

## Corporations

- Documentation from IRS showing Tax Identification Number
- Valid Picture Identification for owners, authorized signers and beneficial owners (Driver's License, Passport)
- Articles of Incorporation (certified copy)
- By-Laws/Resolution
- Trade Name Registration (required for DBA only)

## Partnerships

- Documentation from IRS showing Tax Identification Number
- Valid Picture Identification for owners, authorized signers and beneficial owners (Driver's License, Passport)
- Articles of Partnership Agreement (certified copy)
- Trade Name Registration (required for DBA only)

## Sole Proprietorships

- Social Security Number (SSN) for sole proprietorship (owner) or Documentation from IRS showing Tax Identification Number
- Valid Picture Identification for owners, authorized signers (Driver's License, Passport)
- Documentation from Dept of Taxation and Assessments showing the business is registered with the State of MD
- Trade Name Registration (required for DBA only)

## Limited Liability Company (LLC)

- Documentation from IRS showing Tax Identification Number
- Valid Picture Identification for owners, authorized signers and beneficial owners (Driver's License, Passport)
- Articles of Organization/Operating Agreement (certified copy)
- Trade Name Registration (required for DBA only)

## Recreation, Club or Similar

- Documentation from IRS showing Tax Identification Number
- Valid Picture Identification for authorized signers (Driver's License, Passport)
- Board of Directors' Minutes (or other similar documentation authorizing who is allowed to open accounts and sign checks on behalf of the Club or Organization)

Thank you for opening your new MECU account. We look forward to serving you for many years to come!

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