



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)

***Verification of address may be required (dated less than 45 days of account opening)**

- Lease or rental agreement
- Telephone bill
- Pay stub
- Utility or tax bill
- Bank, credit card, or loan statement

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

MECU Credit Union (Corporate Office)
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