

Business Services

Limited Liability Companies (LLCs) Checklist

BUSINESS DOCUMENTATION

The following documentation is required to open a business account for an LLC.

San Mateo Credit Union has the right to require additional documentation based on business status, county requirements, and state requirements.

- Employer Identification Number (EIN) (Optional for Single Member LLC)**
- Operating Agreement (First or Face Page, and Signature Page)**
- Fictitious Business Name Statement (if applicable). Must be current (not expired)**
 - Required if business is conducted under a name other than what is listed in the Articles of Organization
- Current Government Issued Photo ID for each signer and Beneficial Owner/ Responsible Officer**
- Certification of Trust (if applicable, can be completed at SMCU)**
 - Required if a trust is a manager of the LLC or has a 25% or greater ownership of the LLC.

If we are unable to verify the registration, principles and status of the business through the initial review with the California Secretary of State website (<https://businesssearch.sos.ca.gov>), we will require you to provide additional business documentation as requested.

MEMBER REPRESENTATIVE

The following member representatives must sign to authorize the opening of the membership or authorize changes of signers:

- A Manager or Managing Member
- One other Manager or Member (*N/A for Single Member LLCs*)