

# Business Services Partnership Checklist

## BUSINESS DOCUMENTATION

### The following documentation is required to open a business account for a Partnership.

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

- Employer Identification Number (EIN)**
- Partnership Agreement (First or face page and signature pages)**
- Fictitious Business Name Statement. Must be current (not expired).**
  - Required if partnership is conducting business under a name that does not include the last names of all owners or implies the presence of additional owners.
  - Required if Partnership is conducting business under a name other than what is listed in the Partnership Agreement.
- Current Government Issued Photo ID for each signer and Beneficial Owner/ Responsible Officer**
- Certification of Trust (if applicable)**
  - Required for any Trust that is a general partner
  - Required for any Trust that is a limited partner and has a 25% or more ownership

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 REPRESENTATIVES

The following authorizing representatives must sign to authorize the opening of the account or authorize changes of signers:

- For General Partnerships – All General Partners
- For LP or LLP – At least one Authorized Partner (as stated in Partnership Agreement)