

# Business Services

## Sole Proprietorship Checklist

### BUSINESS DOCUMENTATION

**The following documentation is required to open a business account for a Sole Proprietorship.**

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

- Primary business owner's SSN, or if applicable, IRS Employer Identification Number (EIN) Letter**
- Current Fictitious Business Name Statement (if applicable), or Business License**
  - Required if the owner's surname is not in the name of the business or the business name implies the existence of other owners.
  - If FBNS is not applicable, a copy of the business license is required
- Current Government Issued Photo ID for each signer**

### MEMBER REPRESENTATIVE(S)

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

- One sole proprietor (owner)