

Business Services Corporation Checklist

BUSINESS DOCUMENTATION

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

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

- Employer Identification Number (EIN)**
- Fictitious Business Name Statement. Must be current (not expired)**
 - Required if the corporation is conducting business under a different name.
- Non-Profit Corporations (if applicable)**
 - Copy of IRS form 501(c)3 – Proof of Non-profit status
 - For Chapters of National Organizations (i.e. Boy Scouts, Red Cross) – copy of the original charter or letter from the national headquarters authorizing the creation of the chapter and permission to use the EIN of the national organization
- Current Government Issued Photo ID for each signer and Beneficial Owner/ Responsible Officer**
- Certification of Trust (if applicable)**
 - Required for any trust with 25% or greater ownership of the corporation.

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

- At least one Corporate Officer