



# Documents Required to Open a UFCU Business Account

Entity Type	Document Requirements
Sole Proprietorship	<input type="checkbox"/> Assumed Name Certificate (DBA), if the owner's first and last name is not in the business name <input type="checkbox"/> SSN or EIN
Limited Liability Company (LLC)	<input type="checkbox"/> Certificate of Formation filed with the Secretary of State <input type="checkbox"/> Resolution (can be provided by UFCU) <input type="checkbox"/> EIN * <sup>1</sup>
Professional Limited Liability Company (PLLC)	<input type="checkbox"/> Certificate of Formation filed with the Secretary of State <input type="checkbox"/> Resolution (can be provided by UFCU) <input type="checkbox"/> Proof of professional licensing in state of Texas <input type="checkbox"/> EIN * <sup>2</sup>
Corporation (for profit and not-for-profit)	<input type="checkbox"/> Certificate of Formation filed with the Secretary of State <input type="checkbox"/> Resolution (can be provided by UFCU) <input type="checkbox"/> EIN
General Partnership	<input type="checkbox"/> Partnership Agreement (stating name of business and partners) <input type="checkbox"/> Assumed Name Certificate (DBA) <input type="checkbox"/> Resolution (can be provided by UFCU) <input type="checkbox"/> EIN
Limited Partnership (LP), or Limited Liability Partnership (LLP)	<input type="checkbox"/> Certificate of Formation filed with the Secretary of State <input type="checkbox"/> Resolution (can be provided by UFCU) <input type="checkbox"/> EIN
Not-For-Profit Organizations / Associations	<input type="checkbox"/> Organizing Documents (e.g. bylaws, meeting minutes, charter) <input type="checkbox"/> Resolution (can be provided by UFCU)

\*<sup>1</sup> Sole-Member LLC may use their SSN instead of EIN (if filing taxes this way)

\*<sup>2</sup> Sole-Member PLLC may use their SSN instead of EIN (if filing taxes this way)

In addition to the documents requirements listed above, all authorized signers must provide:

- Personal Identification: Primary government issued identification (e.g. valid driver's license, passport, state identification card)
- Social Security Number