



BUSINESS ACCOUNT CHECK LIST

Based on your business type, we require the following forms to open your Business Account.

Sole Proprietorship:

- Business License/Assumed Name Certificate
- Valid Picture Identification (Government Issued; State Drivers License, Passport, Military I.D.)
- Social Security Number or Tax ID Number (SSN of the owner is used as primary. Tax ID number is used for the business if applicable)
- Only the legal spouse is permitted to be added to the membership.
- Fortera's Business Resolution

General Partnership, Limited Partnership (LP) and Limited Liability Partnership (LLP):

- Business License/Assumed Name Certificate
- Valid Picture Identification for ALL Signers (Government Issued, State Drivers License, Passport, Military I.D.)
- Social Security Number for each partner and all signers
- Tax ID Number for the Business (cannot be an individual social security number, must be an Employee Identification Number (EIN) issued by the IRS)
- Business Partnership Resolution (ForteraCU can provide this document if the Corporate Resolution is not available. Must be completed and signed by all Partners)
- Partnership Agreement

All partners and authorized signers must be present at time of opening.

Corporation:

- Business License/Assumed Name Certificate
- Valid Picture Identification for ALL Signers (Government Issued, State Drivers License, Passport, Military I.D.)
- Social Security Number for each officer and authorized signer
- Tax ID Number (cannot be an individual social security number, must be an Employee Identification Number (EIN) issued by the IRS).
- Corporate Resolutions (ForteraCU can provide this document if the Corporate Resolution is not available. Must be completed and signed by the Secretary)
- Articles of Incorporation
- Occupational License (if applicable per state)
- Board of Directors Meeting Minutes (authorizes account to be opened and who is authorized to open it and the authorized signatories)

All authorized signers and Secretary must be present at time of opening.

Limited Liability Company (LLC) and Professional Limited Liability Company (PLLC):

- Business License/Assumed Name Certificate
- Valid Picture Identification for ALL Signers (Government Issued, State Drivers License, Passport, Military I.D.)
- Social Security Number for each manager and authorized signer
- Tax ID Number (cannot be an individual social security number, must be an Employee Identification Number (EIN) issued by the IRS)
- LLC/PLLC Business Resolution (ForteraCU can provide this document if the Corporate Resolution is not available. Must be completed and signed/completed by all managers and authorized signers)
- Articles of Organization, Certificate of Formation, or Operating Agreement

All Managers, designated members (if any) and authorized signers must be present at time of opening

Non-profit Organization:

- Business License/Assumed Name Certificate
- Valid Picture Identification for all signers (Government Issued, State Drivers License, Passport, Military I.D.)
- Social Security Number for each authorized signer
- Tax ID Number (cannot be an individual social security number, must be an Employee Identification Number (EIN) issued by the IRS)
- Business Resolution (ForteraCU can provide this document if the Corporate Resolution is not available. Must be completed and signed/completed by all authorized signers and/or officers)
- Articles of Incorporation
- IRS Document 501 (c) (3) (Non Profit Approval Status)
- Board of Directors Meeting Minutes (authorizes account to be opened and who is authorized to open it and the authorized signatories)

All designated authorized signers must be present at time of opening

Club or Recreational:

- Valid Picture Identification for each authorized signers (Government Issued, State Drivers License, Passport, and Military I.D.)
- Social Security Number for each authorized signer
- Tax ID Number for the Club (cannot be an individual social security number, must be an Employee Identification Number (EIN) issued by the IRS)
- Business Resolution (ForteraCU can provide this document if the Corporate Resolution is not available. Must be completed and signed/completed by all authorized signers)
- Organizing Documents
- Authorization Designation Letter or Board Meeting Minutes indicating approval and of who's authority to establish a Membership/Business Account with ForteraCU

President, Secretary, and all authorized signers must be present at time of opening.

Family Readiness Group (FRG):

- Valid Picture Identification for ALL Signers (Government Issued; State Drivers License, Passport, Military I.D.)
- Social Security Number for all authorized signers
- Tax ID Number for the Club (cannot be an individual social security number, must be an Employee Identification Number (EIN) issued by the IRS).
- Letter from the Commander – authorizes account opening who is authorized to open and authorized signatories

Individual(s) authorized on the command letters must be present at time of opening.