

To open your business account, review the checklist for your business type and submit a completed Business Application, a copy of your valid photo ID, and a \$5 minimum deposit.

BUSINESS TYPE**DOCUMENTS REQUIRED****Sole proprietorship**

- ☐ SSN (if DBA) or EIN Certificate
- ☐ OFCU's Sole Ownership or Other legal document of ownership
- ☐ Fictitious Name Certificate*, if applicable

Corporation/ LLC

- ☐ EIN Certificate
- ☐ Minutes of Board Meeting or OFCU's Resolution of Board of Directors
- ☐ Certification of Incorporation "stamped filed"
- ☐ Fictitious Name Certificate*, if applicable

Partnership

- ☐ EIN Certificate
- ☐ Partnership Agreement or OFCU's Authority of Partnership

**Non Profit Organization/
Club**

- ☐ EIN Certificate
- ☐ Fictitious Name Certificate*, if applicable
- ☐ Charter, By-laws, or Minutes or OFCU's Resolution of Lodge or Association

*Fictitious Name Certificate is applicable if the owner's last name is not included in the business name