

New Business Account Documentation Requirements

Business must be organized and be in the state of Kentucky
Picture ID of all authorized signers required

Sole Proprietorship

(Provide one or more of the following documents)

- ▶ State of Kentucky Certificate
- ▶ Business License
- ▶ Vendors or Contractor's License
- ▶ Business Tax Certificate
- ▶ City Tax Certificate
- ▶ Documentation of the Kentucky Sales Tax Number for the Business

Limited Liability Company

(Provide all the following documents)

- ▶ Articles of Organization
- ▶ Operating Agreement
- ▶ TIN/EIN issued by IRS

Corporation

(Provide all the following documents)

- ▶ Articles of Incorporation
- ▶ Resolution from Board specifying which officers are authorized to sign for the corporation
- ▶ TIN/EIN issued by IRS

Not-for-profit

Organization/Association/Church

(Provide all the following documents)

- ▶ Bylaws, Charter, Constitutions or similar documents outlining the purpose of the organization
- ▶ Resolution from Board specifying which officers are authorized to sign for the organization/association
- ▶ TIN/EIN issued by IRS

Limited Partnerships

(Provide all the following documents)

- ▶ Certificate of Limited Partnership issued by the Kentucky Secretary of State
- ▶ Written Partnership Agreement
- ▶ TIN/EIN issued by IRS

General Partnerships

(Provide all the following documents)

- ▶ Assumed Name Certificate issued by the Kentucky Secretary of State
- ▶ Written Partnership Agreement
- ▶ TIN/EIN issued by IRS

Members Choice Credit Union