

## LIMITED LIABILITY COMPANIES (LLC)

# Business Account Information Checklist

### Individuals that need to be present to open the account:

Member Managed LLC - all Members. Manager Managed LLC- all Managers. If a Manager or Member of the LLC is another business, an authorized representative of that business must also be present. Any individual that will be added as an Authorized Signer.

### Information required to open the account:

- Personal information:
  - Personal Identification-Government Issued ID (State issued driver's license, Passport, etc.)
  - Social Security Number
- Business Documentation:
  - Tax Identification Number- A document verifying Employer Identification Number (EIN) is required (EIN Assignment Letter from the IRS, first page of a federal tax return, etc.)
  - Filed Articles of Organization-also known as Certificate of Formation (Texas Secretary of State)
  - Active Status Verification-Certificate of Good Standing (EECU will obtain at account opening)
  - Assumed Name Certificate (DBA)-if operating under a different name than the LLC.
- For businesses organized in a state other than Texas:
  - Entity formation documentation from the state the business is organized in.
  - Foreign Entity Registration-Right to Transact Business in Texas (Texas Secretary of State)
- The following supplemental documentation may also be required to further verify ownership and authorization:
  - Filed amendments to the Articles of Organization or Certificate of Formation
  - Signed Operating Agreement
  - Meeting Minutes

### Additional information will be requested:

- Owners/Members/Managers with 25% or more ownership:
  - Full name as it appears on the Government Issued ID
  - Legal Business Name and Tax Identification Number (when owner of the LLC is another entity)
  - Residential Address (Business Address if owner is an Entity)
  - Percentage of Ownership
- Business address
- Phone number
- Length of time in business
- Nature of the business
- Types of transactions and anticipated volume
- Business primary trade area
- Annual sales
- Source of funds to open the account
- Purpose of the business account
- Number of employees
- Names of other Financial Institutions the business has accounts with