



## Documentation Required to open a Business Account

**All Business Accounts will need the following *REQUIRED* documentation:**

- Completed Business Membership/Account Agreement (**GLCU will provide this form**)
- Appropriate identification for all signers
- IRS letter confirming Federal Employer Tax ID Number (EIN); if applicable, IL Dept. of Revenue letter confirming IL Business Tax Number (IBT Number). (**Sole Prop Accounts can use the owners social security number or EIN**)
- Certification of Beneficial Ownership(s) form – (**GLCU will provide this form**) (**not needed for sole prop acct**)
- If a business has a physical location other than the members address we would need VOA for the business.

**Based on Business Entity please provide the following *REQUIRED* documentation  
(In addition to the *REQUIRED* items listed above):**

**Sole Proprietorship:**

- IF using DBA** – Proof of publication of the Fictitious Name Statement or Assumed Name Certificate
- Verification of Address for the business must be completed by verifying the address of the owner.

**General Partnership:**

- Partnership Agreement
- IF using DBA** – Proof of publication of the Fictitious Name Statement or Assumed Name Certificate

**Limited Partnership/Limited Liability Partnership:**

- Certificate of Existence/Certificate of Good Standing from Secretary of State (**If just applied for, then Cert. of Limited Partnership form is acceptable until Certificate of Existence is obtained – see below**).
- Partnership Agreement

**Limited Liability Company:**

- Articles of Organization (“AO”). **Note: If LC3, Low Profit LLC or LLC Series, make sure the AO confirms this.**
- Certificate of Good Standing
- Operating Agreement

**Corporation:**

- Articles of Incorporation (“AOI”)
- Certificate of Good Standing
- Completed Corporate Resolution- (**GLCU will provide this form**)