



## Documentation Checklist for Limited Liability Partnership (LLP) Accounts

### Eligibility

All Partners must be eligible for membership with Crane Credit Union, but do not have to be members; or the business can be an existing Crane Credit Union Select Employee Group (SEG)

### WHAT WE NEED TO OPEN YOUR BUSINESS ACCOUNT:

- Employer Identification Number (EIN)
- License for Auto Dealers / Growers / Animal Sales / Ammo|Gun|Firework Dealers (if applicable)
- If you receive Federal, State, or Municipals public funds (tax dollars) provide minutes authorizing account opening and signers at Crane Credit Union.
- Partnership Agreement
- Completed Document Checklist (this document, pg. 2)
- New Account Service Checklist (document provided in packet, pg. 3)
- Business Account Information Worksheet (document provided in packet, pg. 4)
- Certificate of Beneficial Owner(s) (document provided in packet, pg. 5)
- Business Account Opening Questionnaire (document provided in packet, pg. 6)
- What You Need to Know about Overdrafts (document provided in packet, pg. 7)
- Copy of Driver's License for each Individual name listed on the Business Account worksheet(pg4) and/or Certificate of Beneficial Owner(s) (pg5). \* For Non-U.S. Persons: An Individual Due Diligence and Passport is required along with a State Issued ID, Alien Identification Card, or number and county of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph.

### CRANE CREDIT UNION USE ONLY:

Rcvd by: \_\_\_\_\_ Teller# \_\_\_\_\_ Branch: \_\_\_\_\_

Date Rcvd: \_\_\_\_\_ Date/Time Forwarded: \_\_\_\_\_

Please forward all documents to [business@cranecu.org](mailto:business@cranecu.org)

### BUSINESS SERVICES USE ONLY:

#### Secretary of State Website:

- Articles of Registration
- Up to date Business Entity Report
- Certificate of Assumed Business Name (if applicable)

#### Other documents to complete:

- Business Membership Application & Agreement
- Business Resolution









