

Documentation Checklist for Unincorporated Organization/Association Accounts

Eligibility

All past, present and future officers and authorized signers 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)
- Copy of meeting minutes signed by the secretary authorizing the account to be opened and listing current officers and authorized signers for the account.
- If this is a unit account for the military, provide letter/memo from unit commander listing current officers and authorized signers for the account.
- If you receive Federal, State, or Municipals public funds (tax dollars) provide minutes authorizing account opening and signers at Crane Credit Union.
- 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

BUSINESS SERVICES USE ONLY:

Other documents to complete:

- Business Membership Application & Agreement Business Resolution

