

# > Requested Business Documents Checklist

## Thank you for choosing Erie FCU for your business needs.

To help you open your Business Account quickly and efficiently, here is a checklist of the documents and information you'll need to get started.

### Sole Proprietorship Account

- Two forms of identification from each owner, officer and signer
- Fictitious name registration (if applicable)
- EIN Certificate
- Two months prior bank statements

### Non-Profit / Association

- Two forms of identification from each owner, officer and signer
- Fictitious name registration (if applicable)
- EIN Certificate
- Certificate of Organization; Bylaws/Meeting Minutes or Letter on Association Letterhead stating authority for club/association
- Two months prior bank statements

### Corporation

- Two forms of identification from each owner, officer and signer
- EIN Certificate
- Articles of Incorporation from State
- Corporate Resolution
- Two months prior bank statements

### LLC Account

- Two forms of identification from each owner, officer and signer
- EIN Certificate
- Certificate of Organization
- Operating Agreement
- Two months prior bank statements

### Partnership Account

- Two forms of identification from each owner, officer and signer
- EIN Certificate
- Partnership Agreement
- Partnership Resolution
- Two months prior bank statements

### DBA (Doing Business As) Account

- Two forms of identification from each owner, officer and signer
- Social Security # or EIN Certificate (if applicable)
- Fictitious name registration (if applicable)
- Two months prior bank statements

**PLEASE NOTE:** Additional Documents may be requested. Individual and Authorized Signers for all business accounts need to bring two unexpired forms of ID; one must be a photo ID.