



“Reaching Beyond Your Expectations”

SERVING MEMBERS SINCE 1952

For all Business Types

- ___ * Copy of Valid Identification on all Authorized Signers
- ___ * Social Security Card for all Authorized Signers
- ___ * CIP Form on all Authorized Signers
- ___ * OFAC on Business and all Authorized Signers
- ___ * CSCU’s Business Account Membership Card (*For All Business types*)

Sole Proprietorship (*One Owner*)

- ___ * SSN or EIN (*Employer Identification Number*)
- ___ * Assumed Name Certificate (*DBA-only good for 10 years*)

Corporation

-Must have Certificate of Beneficial Owners (included in packet)

- ___ * EIN
- ___ * Assumed Name Certificate (*If applicable, filed with State and County*)
- ___ * **If before January 1, 2006-** Certificate of Incorporation or Corporate Charter
- ___ * Articles of Incorporation (*Filed with State*)
- ___ * **If after January 1, 2006-** Certificate of Formation
- ___ * If out of State Charter, Certificate of Authority to do Business in Texas

Partnership

-Must have Certificate of Beneficial Owners (included in packet)

- ___ * EIN
- ___ * Assumed Name Certificate (*Filed in County where business is preformed*)
- ___ * Partnership Agreement (*If in writing*)

Limited Partnership (LTD)

-Must have Certificate of Beneficial Owners (included in packet)

- ___ * EIN
- ___ * Assumed Name Certificate (*If applicable, filed with State and County*)
- ___ * **If before January 1, 2006-** Certificate of Limited Partnership
- ___ * Limited Partnership Agreement
- ___ * **If after January 1, 2006-** Certificate of Formation, (*Filed with State and County*)



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Limited Liability Partnership (LLP)

-Must have Certificate of Beneficial Owners (included in packet)

- ___ * EIN
- ___ * Assumed Name Certificate *(If applicable, filed with State and County)*
- ___ * Limited Liability Partnership Agreement
- ___ * **If before January 1, 2006-** Certificate of Limited Liability Partnership
- ___ * **If after January 1, 2006-** Certificate of Formation, *(Filed with Secretary of State)*
- ___ * Limited Liability Partnership Registry, *(Filed with Secretary of State)*

Limited Liability Company

-Must have Certificate of Beneficial Owners (included in packet)

- ___ * EIN *(or may be SSN of member if LLC is one person)*
- ___ * Assumed Name Certificate *(If applicable, filed with State and County)*
- ___ * Certificate of Organization
- ___ * **If before January 1, 2006-** Articles of Organization
- ___ * **If after January 1, 2006-** Certificate of Formation
- ___ * Company Agreement, *(Filed with State and County)*, if LLC was established outside the State of Texas, you will be required to register with the Secretary of State and show proof of filing a Registration of Foreign Limited Liability Company

Organization/Non-Profit Association

- ___ * EIN
- ___ * Bylaws or Charter for Associations, *(if available-required for Churches unless it is incorporated-if incorporated see Corporations)*
- ___ * Authorization from organization for individual to act on its behalf in establishing the account. *(i.e. Meeting Minutes, Letter addressed to the Credit Union or Article of Association)*

Additional Information may be required

- ___ *
- ___ *
- ___ *

Corner Stone Credit Union may not open any business/association accounts without all the required documents. Note: Assumed Name Certificates (DBA) are only good for 10 years. Always Verify not expired. If Certificate is due to Expire within 6 months, member is required to obtain new Assumed Name Certificate.