

# Business Account Change Checklist

Business Type	Documents Required- all forms must be <b>COMPLETED</b>
<b>Sole Proprietorship</b>	<ul style="list-style-type: none"> <li>- Business Account Change (MSDFCU form)</li> <li>- Limited Power of Attorney to Act for Sole Proprietorship (MSDFCU form) This form is not required unless they wish to grant access of account to a third party</li> <li>- A9 Courtesy Pay form (MSDFCU form)-<b>required if not already on file/changing options</b></li> <li>- Current government issued ID for Sole Proprietor and all agents</li> </ul> <p style="color: red; font-size: small;">Note: If removing a POA, must have something in writing from Owner and it must be notarized. If person being added as POA is not in DNA system, please add and scan government issued ID.</p>
<b>General Partnership</b>	<ul style="list-style-type: none"> <li>- Business Account Change (MSDFCU form)</li> <li>- Partnership Resolution (MSDFCU form)</li> <li>- Certificate of Beneficial Owner(s) (MSDFCU form)</li> <li>- A9 Courtesy Pay form (MSDFCU form)-<b>required if not already on file/changing options</b></li> <li>- Partnership Agreement</li> <li>- Current government issued ID for Sole Proprietor and all authorized signers</li> </ul>
<b>Limited Partnership</b>	<ul style="list-style-type: none"> <li>- Business Account Change (MSDFCU form)</li> <li>- Limited Partnership Resolution (MSDFCU form)</li> <li>- Certificate of Beneficial Owner(s) (MSDFCU form)</li> <li>- A9 Courtesy Pay form (MSDFCU form)-<b>required if not already on file/changing options</b></li> <li>- Partnership Agreement</li> <li>- Current government issued ID for Sole Proprietor and all authorized signers</li> </ul>
<b>Limited Liability Company</b>	<ul style="list-style-type: none"> <li>- Business Account Change (MSDFCU form)</li> <li>- Limited Liability Company Resolution (MSDFCU form)</li> <li>- Certificate of Beneficial Owner(s) (MSDFCU form)</li> <li>- A9 Courtesy Pay form (MSDFCU form)-<b>required if not already on file/changing options</b></li> <li>- Limited Liability Company Operating Agreement</li> <li>- Current government issued ID for Sole Proprietor and all authorized signers</li> </ul>
<b>Corporation</b>	<ul style="list-style-type: none"> <li>- Business Account Change (MSDFCU form)</li> <li>- Corporate Resolution (MSDFCU form)</li> <li>- Certificate of Beneficial Owner(s) (MSDFCU form)</li> <li>- A9 Courtesy Pay form (MSDFCU form)-<b>required if not already on file/changing options</b></li> <li>- Current government issued ID for Sole Proprietor and all authorized signers</li> </ul>
<b>Non-Profits Corporations</b>	<ul style="list-style-type: none"> <li>- Business Account Change (MSDFCU form)</li> <li>- Corporate Resolution (MSDFCU form)</li> <li>- Certificate of Beneficial Owner(s) (MSDFCU form)- Complete only Control Prong- <b>write N/A in Ownership Prong</b></li> <li>- A9 Courtesy Pay form (MSDFCU form)-<b>required if not already on file/changing options</b></li> <li>- By-Laws (non-profit corporations)</li> <li>- Current government issued ID for Sole Proprietor and all authorized signers</li> </ul>
<b>Cannabis</b>	<ul style="list-style-type: none"> <li>- Business Account Change (MSDFCU form)</li> <li>- Resolution (MSDFCU form)- <b>if changing signers</b></li> <li>- Certificate of Beneficial Owner(s) (MSDFCU form)</li> <li>- A9 Courtesy Pay form (MSDFCU form) -<b>required if not already on file/changing options</b></li> <li>- Current government issued ID for Sole Proprietor and all authorized signers</li> </ul>