

Business Account Checklist

Business Type	Documents Required- all forms must be COMPLETED
Sole Proprietorship	<ul style="list-style-type: none"> - Business Account Application (MSDFCU form) - Affidavit of Sole Proprietorship (MSDFCU form) - 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 - A9 Courtesy Pay form (MSDFCU form) - Filed Fictitious Name Certificate (unless using their proper name) - Tax ID assignment verification form IRS or Social Security Number - Current government issued ID for Sole Proprietor and all agents
General Partnership	<ul style="list-style-type: none"> - Business Account Application (MSDFCU form) - Partnership Resolution (MSDFCU form) - Certificate of Beneficial Owner(s) (MSDFCU form) - A9 Courtesy Pay form (MSDFCU form) - Partnership Agreement - Tax ID assignment verification form IRS - Current government issued ID for Sole Proprietor and all authorized signers
Limited Partnership	<ul style="list-style-type: none"> - Business Account Application (MSDFCU form) - Limited Partnership Resolution (MSDFCU form) - Certificate of Beneficial Owner(s) (MSDFCU form) - A9 Courtesy Pay form (MSDFCU form) - Certificate of Limited Partnership - Filed Fictitious Name Certificate (unless using their proper name) - Partnership Agreement - Tax ID assignment verification form IRS - Current government issued ID for Sole Proprietor and all authorized signers
Limited Liability Company	<ul style="list-style-type: none"> - Business Account Application (MSDFCU form) - Limited Liability Company Resolution (MSDFCU form) - Certificate of Beneficial Owner(s) (MSDFCU form) - A9 Courtesy Pay form (MSDFCU form) - Certificate of Organization - Limited Liability Company Operating Agreement - Tax ID assignment verification form IRS - Current government issued ID for Sole Proprietor and all authorized signers
Corporation	<ul style="list-style-type: none"> - Business Account Application (MSDFCU form) - Corporate Resolution (MSDFCU form) - Certificate of Beneficial Owner(s) (MSDFCU form) - A9 Courtesy Pay form (MSDFCU form) - Articles of Incorporation - Tax ID assignment verification form IRS - Current government issued ID for Sole Proprietor and all authorized signers
Non-Profits Corporations	<ul style="list-style-type: none"> - Business Account Application (MSDFCU form) - Corporate Resolution (MSDFCU form) - Certificate of Beneficial Owner(s) (MSDFCU form)- Complete only Control Prong- write N/A in Ownership Prong - A9 Courtesy Pay form (MSDFCU form) - By-Laws (non-profit corporations) - Articles of Incorporation - Tax ID assignment verification form IRS - Current government issued ID for Sole Proprietor and all authorized signers
Cannabis Profiles (must be reviewed by Compliance and Business Lending Manager before opening)	<ul style="list-style-type: none"> - Business Account Application (MSDFCU form) - Resolution (MSDFCU form)- Business Type of entity opening - Certificate of Beneficial Owner(s) (MSDFCU form) - A9 Courtesy Pay form (MSDFCU form) - Cannabis Related Account Profile (MSDFCU form)- required - State License- required - Articles of Corporation or Operating Agreement- Business Type of entity opening - Tax ID assignment verification form IRS - Current government issued ID for Sole Proprietor and all authorized signers