



## **Starting your New Enrichment Business Relationship**

### Business Account Opening Information for Corporations

Thank you for choosing Enrichment Federal Credit Union for your business needs. We want your new account opening experience with us to be simple and easy. We are providing you the following information to help get you started. We look forward to helping you with all your business needs.

#### **Individuals that need to be present at account opening:**

- Any authorizing representative must be present. This includes: President, Secretary, Assistant Secretary, or Acting Secretary.

If you would like to add authorize signers to your account, they must also be present.

#### **Information required to open account:**

**Personal Identification** – Two forms of ID, one of which must be an unexpired Government issued photo ID for all signers on the account.

**Tax Identification Number** - An Employer Identification Number (EIN) is required.

#### **Business Documentation –**

- Articles of Incorporation  
If your business is organized in another state, but operated in the state where the account is being opened, documentation from both states is required.
- Assumed Name Certificate  
May be required if your business is operating with a DBA (doing business as). Assumed Name Certificates may also be referred to as: Trade Name Certificate, Fictitious Business Name Statement, or DBA.

#### **Additional Documentation May Also Be Required:**

Supplemental Documentation listing the current officers of the corporation (one of the following):

- Amendment to Articles of Incorporation
- Corporate Resolution
- Letter on Company letterhead
- Meeting Minutes
- Annual Report

**Information Required for Beneficial Owners:**

Financial institutions are required to obtain a certification from the individual opening the account on behalf of the legal entity, identifying the beneficial owner(s) of the entity. Beneficial owners are defined as:

- Each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the business.
- An individual with significant responsibility for managing the business such as: an executive officer or senior manager or any other individual who regularly performs similar functions.

Information required to certify the identification of these individuals include:

- Legal name
- Date of birth
- Address
- Identification number (SSN, Passport Number, or similar identification number)
- Percent of ownership, if any.

**Additional Information Requested At Account Opening:**

- Business address
- Phone number
- Nature of your business
- Number of employees
- Types of transactions and volumes you expect to process through the new account
- Estimated annual sales
- Where products and services are sold

If you have any questions regarding this information or anything regarding your new account, please contact us. Thank you again for choosing Enrichment Federal Credit Union.