

## Business Account Opening Document Checklist

Thank you for your interest in opening a business account with Desert Financial Credit Union. Once your business has qualified for membership, additional documentation and information will be required. Below is a list of documents which will be needed as part of the new account opening process. Additional documents or information may be requested upon review. If you have any questions, please contact us at 602-433-7000 or visit any branch location.

Business Type	Documents & Information Needed	Tax Identification
<b>Sole Proprietor</b>	<input type="checkbox"/> Identification for all signers <input type="checkbox"/> Personal Information – <i>including name, address, date of birth, social security number</i> <input type="checkbox"/> Business name verification <ul style="list-style-type: none"> <li>• Registration of Trade Name with Secretary of State</li> </ul>	<input type="checkbox"/> Social Security verification OR <input type="checkbox"/> Proof of Employer Identification Number (EIN)*
<b>Limited Liability Company</b>	<input type="checkbox"/> Identification for all signers <input type="checkbox"/> Personal Information for all signers and owners with 25% or greater ownership – <i>including name, address, date of birth, social security number</i> <input type="checkbox"/> Copy of filed & stamped Articles of Organization <input type="checkbox"/> Copy of Operating Agreement (if there are stipulations on account signers)	<input type="checkbox"/> Proof of Employer Identification Number (EIN)* OR <input type="checkbox"/> Social Security verification
<b>Partnership</b>	<input type="checkbox"/> Identification for all signers <input type="checkbox"/> Personal Information for all signers and owners with 25% or greater ownership – <i>including name, address, date of birth, social security number</i> <input type="checkbox"/> Copy of filed Partnership Agreement	<input type="checkbox"/> Proof of Employer Identification Number (EIN)*
<b>Corporations</b> (including Nonprofit)	<input type="checkbox"/> Identification for all signers <input type="checkbox"/> Personal Information for all signers and owners with 25% or greater ownership – <i>including name, address, date of birth, social security number</i> <input type="checkbox"/> Copy of filed & stamped Articles of Incorporation <input type="checkbox"/> Copy of Corporate Resolution (if there are stipulations on account signers) <input type="checkbox"/> Copy of 501(c) designation to waive Business Checking (if applicable)	<input type="checkbox"/> Proof of Employer Identification Number (EIN)*

\* Acceptable proof of EIN includes one of the following:

- A copy of the EIN Letter from the IRS
- Signed prior year's tax return

Need help? Visit us at <https://www.DesertFinancial.com/Business> or email [BusinessSolutions@DesertFinancial.com](mailto:BusinessSolutions@DesertFinancial.com)



## Helpful Resources For Businesses

### **Create an LLC or Corporation**

Arizona Corporate Commission

[www.ecorp.azcc.gov](http://www.ecorp.azcc.gov)

P: 602-542-3026

### **Apply for a Trade Name or Create a Partnership**

Arizona Secretary of State

[www.azsos.gov](http://www.azsos.gov)

P: 602-542-6187

### **Apply for Employer Identification Number or Apply for Nonprofit Status**

Internal Revenue Service

[www.irs.gov](http://www.irs.gov)

P: 602-639-9199

P: 800-829-4933

### **General Information on Small Business**

Arizona Commerce Authority

[www.azcommerce.com](http://www.azcommerce.com)

P: 602-845-1200

P: 800-542-5684