

Required Business Documents

Small Business Loan



Applying for a small business loan or credit card at Columbia CU? Based on your business ownership type, this handy page takes the mystery out of what business documentation will be required upon loan conditional approval. Please note, each business is unique so additional information may be requested to verify ownership and/or authorization.

Entity Structure	Washington	Oregon
Sole Proprietor	1. Columbia CU will verify State Tax Registration or State Business License	1. Columbia CU will verify State Business License and Registration with the Secretary of State (if applicable)
Corporation <i>[profit or non-profit, Associations and Clubs]</i>	1. Columbia CU will verify State Tax Registration or State Business License and registration with the Secretary of State 2. Articles of Incorporation (Company prepared) 3. Bylaws 4. Meeting Minutes may also be requested	1. Columbia CU will verify registration with the Secretary of State 2. Articles of Incorporation (Company prepared) 3. Bylaws 4. Meeting Minutes may also be requested
Limited Liability Company (LLC) <i>[Including single member LLC]</i>	1. Columbia CU will verify State Tax Registration or State Business License and Registration with the Secretary of State 2. Operating Agreement	1. Columbia CU will verify registration with the Secretary of State 2. Articles of Organization 3. Operating Agreement
Limited Liability Partnership (LLP)	1. State Tax Registration or State Business License 2. Registration with the Secretary of State 3. Limited Liability Partnership Registration 4. Operating Agreement or Limited Liability Partnership Agreement	1. Columbia CU will verify registration with the Secretary of State 2. Operating Agreement or Limited Liability Partnership Agreement
General Partnership	1. Columbia CU will verify State Tax Registration or State Business License and registration with the Secretary of State 2. Partnership Agreement	1. Columbia CU will verify registration with the Secretary of State 2. Partnership Agreement
Limited Partnership (LP)	1. Columbia CU will verify registration with the Secretary of State and State Business License 2. Certificate of Limited Partnership filed with State 3. Limited Partnership Agreement	1. Columbia CU will verify registration with the Secretary of State 2. Limited Partnership Agreement

Planning to open a Columbia CU Business account? Visit <https://www.columbiacu.org/business-checking/#open-an-account> for more details.