



Required Documents to Open a Business Account

Opening a business account at Columbia CU? Based on your business ownership type, this handy page takes the mystery out of what documents you'll need to gather (or have accurate and available through referenced online sources) for your business and for all account signers.

Sole Proprietorship

- Business Filing: In most cases, our staff will be able to verify your business filing using online database searches
- Social Security Number (SSN) used as the business tax identification number
- IRS Employee Identification Number (EIN) Issuance Letter if applicable
- Valid state or government issued identification, SSN and personal information for all signers*

Limited Liability Company

- Proof of registration with the Secretary of State, or we can go online and obtain a copy for you
- Business Filing: In most cases, our staff will be able to verify your business filing using online database searches
- IRS Employee Identification Number (EIN) Issuance Letter
- Valid state or government issued identification, SSN and personal information for all signers*
- We may also request Articles of Organization or the Operating Agreement
- Complete and submit a Certification of Beneficial Owners Form (Beneficial Ownership Requirements Overview).

Partnership – General or Limited

- Proof of registration with the Secretary of State, or we can go online and obtain a copy for you
- Business Filing: In most cases, our staff will be able to verify your business filing using online database searches
- IRS Employee Identification Number (EIN) Issuance Letter
- Valid state or government issued identification, SSN and personal information for all signers*
- We may also request Partnership Agreement
- Complete and submit a Certification of Beneficial Owners Form (Beneficial Ownership Requirements Overview).

Corporation

- Proof of registration with the Secretary of State, or we can go online and obtain a copy for you
- Business Filing: In most cases, our staff will be able to verify your business filing using online database searches
- IRS Employee Identification Number (EIN) Issuance Letter
- Valid state or government issued identification, SSN and personal information for all signers*
- We may also request Articles of Incorporation or the Operating Agreement
- Complete and submit a Certification of Beneficial Owners Form (Beneficial Ownership Requirements Overview).

Association/Club

- Meeting Minutes outlining in detail who the Authorized Signers for the Columbia Credit Union account will be
- IRS Employee Identification Number (EIN) Issuance Letter
- Valid state or government issued identification, SSN and personal information for all signers*

*Personal information includes: name, social security number, date of birth, address, phone number and valid government or state issued identification