

Business Accounts

First Financial Credit Union Business Account Required Document Checklist

Thank you for your interest in First Financial Credit Union

Certain documents are required before we can proceed with opening a new account. By completing an Appendix A (Certification Regarding Beneficial Owners of Legal Entity Customers) form if required, and making sure you have all the documents listed below, we can ensure a faster processing time for your account opening. While EIN (Employer Identification Number) or SSN (Social Security Number) are required information we do not require you to provide documentation of such. Please include copies of current government issued ID's for all persons identified on Appendix A form. SSN's will also be required for all persons identified on Appendix A form.

Please be advised that some business accounts may be subject to a monthly \$5.00 service fee.

Limited Liability Company (LLC)	<input type="checkbox"/> Articles of Organization <input type="checkbox"/> Certificate of Organization <input type="checkbox"/> Current Business License <input type="checkbox"/> Operating Agreement if Manager Managed LLC <input type="checkbox"/> EIN <input type="checkbox"/> Appendix A	Sole Proprietorship	<input type="checkbox"/> Current Business License <input type="checkbox"/> SSN/EIN
Partnership	<input type="checkbox"/> Partnership Agreement <input type="checkbox"/> NM Secretary of State Registration <input type="checkbox"/> EIN <input type="checkbox"/> Current Business License <input type="checkbox"/> Appendix A	Club	<input type="checkbox"/> Letter from Sanctioning Organization recognizing both the Team/Club and the Owner of the Account <input type="checkbox"/> Must be a current Member of FFCU for a minimum of 6 months <input type="checkbox"/> SSN
Corporation (Inc.)	<input type="checkbox"/> Articles of Incorporation <input type="checkbox"/> Certificate of Incorporation <input type="checkbox"/> Bylaws <input type="checkbox"/> Letter from B.O.D or Meeting Minutes* <input type="checkbox"/> Current Business License <input type="checkbox"/> EIN <input type="checkbox"/> Appendix A	Association or Organization	<input type="checkbox"/> Letter (on letterhead if possible) or Meeting Minutes showing the following: <ul style="list-style-type: none"> <input type="checkbox"/> Officers / Board of Directors approval for new account <input type="checkbox"/> Stating purpose of association <input type="checkbox"/> Who is authorized to open account <input type="checkbox"/> Who is able transact on account <input type="checkbox"/> EIN
Additional documents that may be required: Note: State CRS not required		<input type="checkbox"/> Dealer License <input type="checkbox"/> Home Healthcare License <input type="checkbox"/> Brewer / Liquor License <input type="checkbox"/> Contractors License	* Letter from Board of Directors (BOD) or Meeting Minutes must state who is authorized to open account, who can transact on account, as well as full BOD signed approval.