



Business Documents Required – State of Texas

City CU requires the below documents to open an account.

All Business Types

- Copy of valid ID on all authorized signers – all signers need to be present
- Social security card for all authorized signers
- City Credit Union Resolution Corporate Resolution, Sole Proprietorship Resolution, Partnership Resolution, Limited Liability Company Resolution, Resolution of Lodge, or other organization

Sole Proprietorship (One Owner)

- SSN or EIN (Employer Identification Number)
- Assumed Name Certificate (DBA)
Assumed Name Certificates are good for only 10 years. Verify expiration date. If certificate is due to expire within six months, the Member must obtain a new Assumed Name Certificate.

Corporation

- EIN
- Assumed Name Certificate (if applicable, filed with state and county)
Assumed Name Certificates are good for only 10 years. Verify expiration date. If certificate is due to expire within six months, the Member must obtain a new Assumed Name Certificate.
- **If before January 1, 2006** – Certificate of Incorporation or Corporate Charter
- Articles of Incorporation (filed with state)
- **If after January 1, 2006** – Certificate of Formation
- If out-of-state charter: provide a Certificate of Authority to do business in Texas

Partnership (Minimum Two Partners)

- EIN
- Assumed Name Certificate (filed in county where business is performed)
Assumed Name Certificates are good for only 10 years. Verify expiration date. If certificate is due to expire within six months, the Member must obtain a new Assumed Name Certificate.
- Partnership Agreement (if in writing)

Limited Partnership (Ltd)

- EIN
- Assumed Name Certificate (if applicable, filed with state and county)
Assumed Name Certificates are good for only 10 years. Verify expiration date. If certificate is due to expire within six months, the Member must obtain a new Assumed Name Certificate.
- **If before January 1, 2006** – Certificate of Limited Partnership
- Limited Partnership Agreement
- **If after January 1, 2006** – Certificate of Formation (filed with state and county)
- Limited Partnership Agreement



Limited Liability Partnership (LLP)

- EIN
- Assumed name Certificate (if Applicable, filed with state and county)
Assumed Name Certificates are good for only 10 years. Verify expiration date. If certificate is due to expire within six months, the Member must obtain a new Assumed Name Certificate.
- Limited Liability Partnership Agreement
- **If before January 1, 2006** – Certificate of Limited Liability Partnership
- **If after January 1, 2006** – Certificate of Formation (filed with Secretary of State)
- Limited Liability Partnership Registry (filed with Secretary of State)

Limited Liability Company (LLC)

- EIN (or may use SSN of member if LLC is one person)
- Assumed Name Certificate (if applicable, filed with state and county)
Assumed Name Certificates are good for only 10 years. Verify expiration date. If certificate is due to expire within six months, the Member must obtain a new Assumed Name Certificate.
- **If before January 1, 2006** – Articles of Organization
- Certificate of Organization
- **If after January 1, 2006** – Certificate of Formation
- Company Agreement (filed with state and county); if LLC was established outside the state of Texas, must register with the Secretary of State and show proof of filing a Registration of a Foreign Limited Liability Company

Organization / Non-Profit Association

- EIN
- Bylaws **or** Charter for Associations (if available – required for churches unless incorporated – if incorporated see Corporations section)
- Authorization from the organization for the person to act on its behalf in establishing the account. (e.g., meeting minutes, letter addressed to the credit union, Articles of Association)