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)