



Thank you for choosing Mercer County Community Federal Credit Union for your business account. The following documentation is required to open a business account.

Sole Proprietorship/DBA

Sole Proprietorship without employees may use their SSN or EIN

Sole Proprietorship with employees must have EIN

- ☐ Due diligence documentation
 - Valid state ID, driver's license, or passport
 - SSN
 - Proof of current address
- ☐ Fictitious Name Papers (if applicable)
- ☐ Business license (if applicable)
- ☐ Letter from IRS with EIN listed (if applicable)

Business Partnership

- ☐ Partnership agreement
- ☐ Due diligence documentation
 - Valid state ID, driver's license, or passport
 - SSN
 - Proof of current address
- ☐ Fictitious Name Papers (if applicable)
- ☐ Business license (if applicable)
- ☐ Customer Due Diligence form
- ☐ Letter from IRS with EIN listed

Organizational/Club/Association Accounts

- ☐ Meeting minutes
 - Meeting minutes must include who has the authority to open the account and who has the authority to process financial transactions on behalf of the Club /Association
- ☐ Fictitious Name Papers (if applicable)
- ☐ Letter from IRS with EIN listed

Corporation

- ☐ Article of incorporation
- ☐ Corporation resolution (a vote by the board of directors of the corporation, which includes information pertaining to officers, signing authority, who is authorized to transact, etc.)
- ☐ Due diligence documentation
 - Valid state ID, driver's license, or passport
 - SSN
 - Proof of current address
- ☐ Fictitious Name Papers (if applicable)
- ☐ Business license (if applicable)
- ☐ Customer Due Diligence form
- ☐ Letter from IRS with EIN listed

Limited Liability Company (LLC)

- ☐ Articles of organization
- ☐ Due diligence documentation
 - Valid state ID, driver's license, or Passport
 - SSN
 - Proof of current address
- ☐ Fictitious Name Papers (if applicable)
- ☐ Business license (if applicable)
- ☐ Optionally, an operating agreement
- ☐ Customer Due Diligence form
- ☐ Letter from IRS with EIN listed

PLEASE NOTE: Additional documentation may be requested. All signers for business accounts must provide Photo ID.

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