## Documents Required to Open a UFCU Business Account

<table>
<thead>
<tr>
<th>Entity Type</th>
<th>Document Requirements</th>
</tr>
</thead>
</table>
| Sole Proprietorship                              | □ Assumed Name Certificate (DBA), if the owner’s first and last name are not in the business name  
□ SSN or EIN                                      |
| Limited Liability Company (LLC)**               | □ Certificate of Formation filed with the Secretary of State                            
□ Resolution (can be provided by UFCU)            
□ EIN*1                                           |
| Professional Limited Liability Company (PLLC)** | □ Certificate of Formation filed with the Secretary of State                            
□ Resolution (can be provided by UFCU)            
□ Proof of professional licensing in state of Texas  
□ EIN*2                                           |
| Corporation (for profit and not-for-profit)**   | □ Certificate of Formation filed with the Secretary of State                            
□ Resolution (can be provided by UFCU)            
□ EIN                                              |
| General Partnership**                           | □ Partnership Agreement (stating name of business and partners)                        
□ Assumed Name Certificate (DBA)                  
□ Resolution (can be provided by UFCU)            
□ EIN                                              |
| Limited Partnership (LP)**                      | □ Certificate of Formation filed with the Secretary of State                            
□ Resolution (can be provided by UFCU)            
□ EIN                                              |
| Unincorporated Not-For-Profit Associations      | □ Organizing Documents (e.g. bylaws, meeting minutes, charter)                          
□ Resolution (can be provided by UFCU)            |

*1 Sole-Member LLC may use their SSN instead of EIN (if filing taxes this way)  
*2 Sole-Member PLLC may use their SSN instead of EIN (if filing taxes this way)

**Effective May 11, 2018, new rules under the Bank Secrecy Act were enforced by US government to aid in the fight against financial crimes. The rule requires Legal Entities to identify all 'beneficial owners' each time a new account or share is opened. The entity is required to provide the name, address, date of birth, social security number, and valid government issued identification for each of the following individuals (i.e., the beneficial owners):

- Any individual who directly or indirectly owns 25% or more equity interest in the Legal Entity
- One individual who has "significant responsibility to control, manage, or direct the Legal Entity