



Business Documentation Checklist

Accounts can be opened with the following documentation:

D/B/A - Sole Proprietorships

- _____ Completed and signed Business Services Account Agreement
- _____ Completed and signed SCCU Resolution of Authority
- _____ Federal Tax ID (EIN) number and/or Social Security Number for all signers
- _____ Occupational License (also called Business Tax Receipt)

Organizations/Associations

- _____ Completed and signed Business Services Account Agreement
- _____ Completed and signed SCCU Resolution of Authority
- _____ Federal Tax ID (EIN) number for Organization/Association
- _____ Social Security Number for all signers
- _____ Copy of Minutes of Meeting showing officers

Partnership

- _____ Completed and signed Business Services Account Agreement
- _____ Federal Tax ID (EIN) number for business
- _____ Social Security Number for all signers
- _____ Copy of the entire certified Partnership Agreement
- _____ Occupational License (also called Business Tax Receipt)

Corporations

_____ Completed and signed Business Services Account Agreement

_____ Federal Tax ID (EIN) number for business

_____ Social Security Number for all signers

_____ Copy of the entire certified Corporate Resolution **or** copy of the Articles of Incorporation and a completed and signed SCCU Resolution of Authority