

Business Account Opening Checklist

What You'll Need to Open a Business Account at Ellafi Federal Credit Union

Whether you're launching a new venture or moving your accounts, we're here to support your business every step of the way. Please bring the following items with you to open your business account:

1. Valid Government-Issued Photo ID

- ☐ For all business owners and anyone authorized to access the account.

2. Employer Identification Number (EIN)

- ☐ Issued by the IRS.
- ☐ *Sole proprietors without employees may use their Social Security Number.*

3. Business Formation Documents

Bring the documents that apply to your business type:

SOLE PROPRIETORSHIP

- ☐ Trade Name Certificate / Assumed Business Name Registration (*Unless full name of individuals is included in business name*)

PARTNERSHIP

- ☐ Partnership Agreement
- ☐ Certificate of Tax ID Number
- ☐ Trade Name (*if requesting DBA on account*)
- ☐ For LPs and LLPs, Certificate of Partnership (*stamped by Secretary of State with Registration Number*)

LIMITED LIABILITY COMPANY (LLC)

- ☐ Articles / Certificate of Organization (*stamped by Secretary of State with Registration Number*)
- ☐ Good Standing Verification
- ☐ Trade Name (*if requesting DBA on account*)
- ☐ Operating Agreement or Member Control Agreement (*if articles do not state ownership structure*)

CORPORATE (FOR-PROFIT AND/OR NON-PROFIT)

- ☐ Articles of Organization and Secretary of State Registration Number
- ☐ Good Standing Verification
- ☐ Company Charter / Bylaws (*if available*)
- ☐ Trade Name (*if requesting DBA on account*)

UNINCORPORATED ORGANIZATION, ASSOCIATION, GROUP OR CLUB

- ☐ Company Charter / Bylaws *(if available)*
- ☐ Articles of Organization; or *(if unavailable)*
- ☐ BOD Minutes specifying authorized signers and approving creation of account
- ☐ Certificate of Tax ID Number

TRUSTS (REVOCABLE, LIVING, PAYABLE-ON-DEATH)

- ☐ Certificate of Trust Existence or Trust Document

ESTATE

- ☐ State of CT Probate Court Document (PC-260, PC-450, or similar PC-XX)

4. Connecticut Registration

- ☐ Your business must be registered and in good standing with the CT Secretary of State.
- ☐ Check your status at business.ct.gov

5. Trade Name Certificate

- ☐ If your business uses a name different from the legal business name, file with your Town Clerk.

6. For Each Authorized Signer

- ☐ Valid government-issued photo ID (e.g., driver's license or passport)
- ☐ Social Security Number
- ☐ Personal contact information (phone and email)

Note: All signers must be verified. If not present at account opening, they may be required to visit the credit union separately to complete verification.

Ongoing Maintenance Reminders

To keep your account active and in good standing:

- ☐ File your Annual Report with the CT Secretary of State (if applicable).
- ☐ Notify us of any changes in ownership, business address, or structure.
- ☐ Keep your registration and EIN up to date.

Questions? We're here to help!

Contact us at **(860) 346-6614** or visit www.ellaficu.org/business

Let's grow your business—together.

