

# BETTER BUSINESS BANKING

## In 3 Easy Steps

### Gather

Gather items from the checklist to the right

1

### Schedule

Stop by one of our convenient locations, or contact Robert Boley at 978.703.7982

2

### Enjoy

All of the unique business benefits that Jeanne D'Arc Credit Union has to offer!

3

## YOU WILL NEED THE FOLLOWING DOCUMENTATION BASED ON YOUR FORM OF OWNERSHIP

### SOLE PROPRIETOR

- Sole Proprietor's Social Security Number (SSN) or Tax Identification Number (EIN)
- A Certificate of Existence from the City/Town or IRS TIN Certificate

### CORPORATION

- Collect Beneficial Ownership Information
- The Business Tax Identification Number (EIN) (if applicable)
- Articles of Organization

### GENERAL, LTD. PARTNERSHIP, LTD. LIABILITY COMPANY

- Collect Beneficial Ownership Information
- Partnership Agreement listing all partners:
  - Including section of Agreement granting Banking Powers
  - If the title of the Account does not reflect the names of all Partners: A Certified Copy of Fictitious Name Certificate or copy of Notice published in newspaper (indicating Account title) required
- The Business Tax Identification Number (EIN)

### NON-PROFIT ORG., UNINCORPORATED ASSOC. OR ORG

- The Business Tax Identification Number (EIN)
- If non-profit, 501C tax exempt certification from IRS
- If Incorporated, Certified Copy of the Corporate Resolution
  - Collect Beneficial Ownership Information if it is the mother company (main corporation) - Not required if subsidiary
- If not Incorporated, a letter from the organization on letterhead authorizing establishment of account and authorized signers

[WWW.JDCU.COM](http://WWW.JDCU.COM)



**BUSINESS CHECKING ACCOUNTS**

**BUSINESS SAVINGS ACCOUNTS**

**BUSINESS LOANS**

**BUSINESS VISA® CREDIT CARDS**

**Robert.Boley@JDCU.com | 978.703.7982**

Please note that you will need one form of identification for each Authorized Signer, such as a valid state issued driver's license, current US Passport or Foreign Passport, or other Jeanne D'Arc Credit Union approved form of identification.

Our Credit Union complies with Section 326 of the USA Patriot Act. This law mandates that we verify certain information about all signers on the account, including name, legal address, date of birth and social security or tax identification number, while processing your account application.