



We care for you as you care for others.

## Business Account Opening Checklist

Business Trade Name/DBA: \_\_\_\_\_

Completed by: \_\_\_\_\_ Title: \_\_\_\_\_

Welcome to Hartford Healthcare Federal Credit Union , please complete the following to we may assist in your account opening.

- \_\_\_\_\_ Business Account Questionnaire
- \_\_\_\_\_ Business Account Card (Membership Application)
- \_\_\_\_\_ Money Service Business Questionnaire
- \_\_\_\_\_ Business Account Authorization Agreement
- \_\_\_\_\_ Business Account Membership Agreement
- \_\_\_\_\_ ATM/Debit Business Account Request

Please check off your type of business and include the following:

- \_\_\_\_\_ Sole proprietor:
  - \_\_\_\_\_ Copy of Trade Name Certificate from the city or town in which business is located, if using a D/B/A (“doing business as”)
  - \_\_\_\_\_ Social Security Number or Tax Identification or Employee Identification Number (typically SS#)
  - \_\_\_\_\_ Copy of Business License OR \_\_\_\_\_ most recent tax year Schedule C (Profit or Loss of Business) naming individual as business owner
  - \_\_\_\_\_ Photo ID for account holder and any other authorized signers
  - \_\_\_\_\_ Copy of Business License OR \_\_\_\_\_ most recent tax year Schedule C (Profit or Loss of Business) naming individual as business owner
- \_\_\_\_\_ Limited Liability Corporation:
  - \_\_\_\_\_ Copy of Articles of Organization (required – should be stamped by CT Secretary of State’s office)
  - \_\_\_\_\_ Printout verifying business existence from CONCORD (go to CT Secretary of State website): <http://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>
  - \_\_\_\_\_ Social Security Number or Tax Identification or Employee Identification Number (single member LLCs may be using their SS#)
  - \_\_\_\_\_ Photo ID for all authorized signers/members and primary account holder
- \_\_\_\_\_ Non-Profit Association (may also be a 501 (c)(3) non-profit corporation):
  - \_\_\_\_\_ Copy of By-laws or Corporation/Association Charter OR \_\_\_\_\_ 501(c)(3) designation
  - \_\_\_\_\_ Printout verifying business existence from CONCORD (go to CT Secretary of State website):
  - \_\_\_\_\_ Tax Identification or Employee Identification Number or Social Security Number or (it is recommended that a TIN/EIN is used)- go to: [http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-\(EIN\)-Online](http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Apply-for-an-Employer-Identification-Number-(EIN)-Online) to obtain one
  - \_\_\_\_\_ Photo ID for all authorized signers/principals
- \_\_\_\_\_ Partnership:
  - \_\_\_\_\_ Copy of Partnership Agreement
  - \_\_\_\_\_ Printout verifying business existence from CONCORD (go to CT Secretary of State website): <http://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>
  - \_\_\_\_\_ Tax Identification or Employee Identification Number
  - \_\_\_\_\_ Photo ID for all authorized signers/principals
- \_\_\_\_\_ Corporation:
  - \_\_\_\_\_ Copy of Certificate of Incorporation
  - \_\_\_\_\_ Printout verifying business existence from CONCORD (go to CT Secretary of State website): <http://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>
  - \_\_\_\_\_ Tax Identification or Employee Identification Number