

BUSINESS MEMBERSHIP

All businesses are required to be registered with the Vermont Secretary of State. The only exception is a DBA in which the business name includes the business owner's legal name.

The following items are required to open a business account. If you have questions about the required documents please speak with a Member Service Representative.

- **CORPORATIONS**
 - Articles of Incorporation
 - IRS Employer Identification Number Form (if available)

- **SOLE PROPRIETORSHIP (Doing Business As)**
 - IRS Employer Identification Number Form (if available)

- **PARTNERSHIPS**
 - Partnership Agreement
 - Certificate of Organization
 - IRS Employer Identification Number Form (if available)

- **LIMITED LIABILITY COMPANY (LLC)**
 - Articles of Organization
 - IRS Employer Identification Number Form (if available)
 - Exception: LLC's can use an SSN if there is a single member/owner
 - Certificate of Organization or LLC Agreement (if available)

- **CLUBS, ASSOCIATIONS, ORGANIZATIONS**
 - IRS Employer Identification Number Form (if available)
 - Meeting minutes including a list of the officers of the club, association or organization

Ownership

You will be required to provide the name, address, date of birth, SSN and a copy of a valid ID for the following individuals:

- Each individual who owns 25% or more of the equity interest of the business.
- The individual who has a significant responsibility for managing the business.

Authorized Signers

Each authorized signer will need to provide their name, address, social security number, birthday, and valid identification. Each authorized signer will need to sign the business application.

Note: Because we are a federally chartered credit union, we are unable to serve businesses who engage in internet gambling or the production, storage or sale of marijuana.