

# WESTERRA CREDIT UNION BUSINESS BANKING SERVICES

## Documents required to open a Business Membership

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### LIMITED LIABILITY COMPANY

#### **Business documentation needed:**

- Articles of Organization
- IRS Letter 147C or Form SS-4
- Operating Agreement (if requested)

Westerra representative will pull *Certificate of Good Standing* from Colorado Secretary of State website

#### **Westerra documentation needed:**

- Business Account Card
- Corporate Resolution
- Certification of Beneficial Ownership

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### CORPORATION

#### **Business documentation needed:**

- Articles of Incorporation
- IRS Letter 147C or Form SS-4
- Bylaws/Meeting Minutes (if requested)

Westerra representative will pull *Certificate of Good Standing* from Colorado Secretary of State website

#### **Westerra documentation needed:**

- Business Account Card
- Corporate Resolution
- Certification of Beneficial Ownership

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### NONPROFIT ORGANIZATION

#### **Business documentation needed:**

##### **If Organized as an Association:**

- Articles of Association or Statement of Appointing an Agent

##### **If Organized as a Corporation:**

- Articles of Incorporation for Nonprofit Corporation

##### **For Both Types:**

- IRS Letter 147C or Form SS-4

Westerra representative will pull *Certificate of Good Standing* from Colorado Secretary of State website

#### **Westerra documentation needed:**

- Business Account Card
- Corporate Resolution
- Certification of Beneficial Ownership

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### SOLE-PROPRIETORSHIP

#### **Business documentation needed:**

- Statement of Trade Name\*
- IRS Letter 147C or Form SS-4\*

\*if applicable

#### **Westerra documentation needed:**

- Business Account Card

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### BUSINESS OR SCHOOL CLUB OR INFORMAL NONPROFIT ACCOUNTS

#### **Business documentation needed:**

- A letter from the principal of the school or business owner(s) giving permission to use the TIN of the business or school.

or

- Form SS-4 (TIN - for Banking Purposes)

#### **Westerra documentation needed:**

- Business Account Card
- Corporate Resolution