



Documents Required to Open a UFCU Business Account

Entity Type	Document Requirements
Sole Proprietorship	<input type="checkbox"/> Assumed Name Certificate (DBA), if the owner's first and last name are not in the business name <input type="checkbox"/> SSN or EIN
Limited Liability Company (LLC)**	<input type="checkbox"/> Certificate of Formation filed with the Secretary of State <input type="checkbox"/> Resolution (can be provided by UFCU) <input type="checkbox"/> EIN* ¹
Professional Limited Liability Company (PLLC)**	<input type="checkbox"/> Certificate of Formation filed with the Secretary of State <input type="checkbox"/> Resolution (can be provided by UFCU) <input type="checkbox"/> Proof of professional licensing in state of Texas <input type="checkbox"/> EIN* ²
Corporation (for profit and not-for-profit)**	<input type="checkbox"/> Certificate of Formation filed with the Secretary of State <input type="checkbox"/> Resolution (can be provided by UFCU) <input type="checkbox"/> EIN
General Partnership**	<input type="checkbox"/> Partnership Agreement (stating name of business and partners) <input type="checkbox"/> Assumed Name Certificate (DBA) <input type="checkbox"/> Resolution (can be provided by UFCU) <input type="checkbox"/> EIN
Limited Partnership (LP)**	<input type="checkbox"/> Certificate of Formation filed with the Secretary of State <input type="checkbox"/> Resolution (can be provided by UFCU) <input type="checkbox"/> EIN
Unincorporated Not-For-Profit Associations	<input type="checkbox"/> Organizing Documents (e.g. bylaws, meeting minutes, charter) <input type="checkbox"/> Resolution (can be provided by UFCU)

*¹ Sole-Member LLC may use their SSN instead of EIN (if filing taxes this way)

*² Sole-Member PLLC may use their SSN instead of EIN (if filing taxes this way)

**Effective May 11, 2018, [new rules under the Bank Secrecy Act](#) were enforced by US government to aid in the fight against financial crimes. The rule requires Legal Entities to identify all 'beneficial owners' each time a new account or share is opened. The entity is required to provide the name, address, date of birth, social security number, and valid government issued identification for each of the following individuals (i.e., the beneficial owners):

- Any individual who directly or indirectly owns 25% or more equity interest in the Legal Entity
AND
- One individual who has "significant responsibility to control, manage, or direct the Legal Entity