

SHAREPOINT CREDIT UNION  
REQUIRED PAPERWORK & INFORMATION BY ORGANIZATION

1. Sole Proprietor paperwork needed:
  - a. Business Account Application – SharePoint Form
  - b. TIN back up withholding form – IRS Form
  - c. Certificate of Assumed Name – Secretary of State
  - d. Business License – if applicable
  - e. Resolution – SharePoint Form
2. Limited Liability Company paperwork needed:
  - a. Business Account Application – SharePoint Form
  - b. Verification of Federal Tax ID number – IRS
  - c. Limited Liability Company Articles of Organization
  - d. Limited Liability Company Operating Agreement
  - e. Limited Liability Company Member Control Agreement
  - f. Limited Liability Resolutions - SharePoint Form
  - g. Certification of Beneficial Owners – SharePoint Form
3. Private (For Profit) Corporations paperwork needed:
  - a. Business Account Application – SharePoint Form
  - b. Verification of Federal Tax ID number – IRS
  - c. Articles of Incorporation
  - d. By-Laws
  - e. Corporate banking resolution – SharePoint Form
  - f. Certification of Beneficial Owners – SharePoint Form
4. General Partnership or Limited Partnership paperwork needed:
  - a. Business Account Application – SharePoint Form
  - b. Verification of Partnership TIN - IRS
  - c. Partnership agreement
  - d. Partnership resolution – SharePoint Form
  - e. Certification of Beneficial Owners – SharePoint Form
5. Limited Liability Partnership paperwork needed:
  - a. Business Account Application – SharePoint Form
  - b. Verification of Partnership TIN – IRS Form
  - c. Partnership Agreement
  - d. Limited liability partnership banking resolution – SharePoint Form
  - e. Certification of Beneficial Owners – SharePoint Form
6. Nonprofit Corporation paperwork needed:
  - a. Business Account Application – SharePoint Form
  - b. Verification of Federal Tax ID number – IRS Form
  - c. Articles of Incorporation
  - d. By-Laws
  - e. Board minutes outlining approval of account signers
  - f. Corporate resolution of authority –SharePoint Form