

# Documents Required to Open a TDECU Business Account

Entity Type	Document Requirements
Sole Proprietorship	<ul style="list-style-type: none"> <li>Assumed Name Certificate or Trade Name Certificate, to include "DBA" in business title</li> <li>SSN or IRS letter with EIN</li> </ul>
Limited Liability Company (LLC)*	<ul style="list-style-type: none"> <li>Certificate of Formation filed with the Secretary of State               <ul style="list-style-type: none"> <li>Operating Agreement or Resolution, if created ( Resolution can be provided by TDECU if not already in existence)</li> </ul> </li> <li>IRS letter with EIN<sup>1</sup></li> </ul>
Professional Limited Liability Company (PLLC)*	<ul style="list-style-type: none"> <li>Certificate of Formation filed with the Secretary of State               <ul style="list-style-type: none"> <li>Operating Agreement or Resolution, if created (Resolution can be provided by TDECU if not already in existence)</li> </ul> </li> <li>Proof of professional licensing in state of Texas</li> <li>IRS letter with EIN<sup>2</sup></li> </ul>
Corporation (for profit and not-for-profit)*	<ul style="list-style-type: none"> <li>Certificate of Formation or Articles of Incorporation, filed with the Secretary of State</li> <li>Operating Agreement, Bylaws, or Resolution, if created. (Resolution can be provided by TDECU if not already in existence).</li> <li>IRS letter with EIN</li> </ul>
General Partnership*	<ul style="list-style-type: none"> <li>Partnership Agreement stating name of business and partners, if applicable</li> <li>Assumed Name Certificate or Trade Name Certificate, to include "DBA" in business title</li> <li>Resolution, if created (Can be provided by TDECU if not already in existence.)</li> <li>IRS letter with EIN</li> </ul>
Limited Partnership (LP)*	<ul style="list-style-type: none"> <li>Partnership Agreement stating name of business and partners, if applicable</li> <li>Certificate of Formation filed with the Secretary of State</li> <li>Resolution, if created (Can be provided by TDECU if not already in existence.)</li> <li>IRS letter with EIN</li> </ul>
Unincorporated Not-For-Profit Associations	<ul style="list-style-type: none"> <li>Organizing Documents (e.g. bylaws, meeting minutes, charter)</li> <li>Resolution, if created (Can be provided by TDECU if not already in existence.)</li> <li>IRS letter with EIN</li> </ul>

<sup>1</sup>Sole-Member LLC may use their SSN instead of EIN (if filing taxes this way)

<sup>2</sup>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 enacted by the 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"

In addition to the beneficial ownership requirements, valid government issued identification, social security numbers, and contact information are also required for all other signers on business accounts.

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