New Business Account Checklist

Aloha and Welcome to Kaua'i FCU!

To assist you with your account opening process, please see the requirements listed below.

*****Photo ID and Social Security Number required for all authorized signers.**

SOLE PROPRIETORSHIP	PARTNERSHIPS
☐ Registration of Trade Name - If doing business under a trade name ☐ Social Security Number or Federal Tax ID Number	☐ Partnership Agreement and any amendments ☐ Registration of Trade Name - If doing business under a trade name ☐ Federal Tax ID Number

LIMITED LIABILITY COMPANY (LLC)

- ☐ Articles of Organization and any amendments
- ☐ Operating Agreement and any amendments (if applicable) – Required for LLCs with more than one member
- ☐ Registration of Trade Name - If doing business under a trade name
- ☐ Social Security Number or Federal Tax ID Number

IF MEMBER(S) / MANAGERS(S) ARE A BUSINESS ENTITY OR A FORMAL TRUST

☐Provide applicable documents (Articles of Incorporation / Organization, partnership agreements, bylaws, trust agreement, etc.) for all parties involved, including any amendments (if applicable)

CORPORATION (Profit & Non-Profit)	UNINCORPORATED ASSOCIATION OR ORGANIZATION
☐ Articles of Incorporation and any amendments ☐ Bylaws including any amendments and/or an appropriate Board Resolution to open the account ☐ Registration of Trade Name - If doing business under a trade name ☐ Federal Tax ID Number	☐ Bylaws including any amendments and/or an appropriate Board Resolution to open the account ☐ Registration of Trade Name - If doing business under a trade name ☐ Federal Tax ID Number

BUSINESS ENTITIES REGISTERED OUTSIDE THE STATE OF HAWAII

Kaua'i FCU will open accounts for entities registered in another state; however, additional documentation will be required as follows:

- ☐ Certificate of Good Standing from state in which the organization is registered
- ☐ Registration of Foreign Entity with the Hawaii Department of Commerce and Consumer Affairs

Questions:
Call/Text: **(808) 245-2463** www.kauaicreditunion.org Email: aloha@kauaicreditunion.org