



CREDIT UNION

## Business Account Documentation Checklist

<p><b>Unincorporated associations</b> (Sports leagues etc.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> EIN</li> <li><input type="checkbox"/> Operating Agreement or Minutes of First Written Action of Members</li> </ul>	<p><b>Multiple Member Limited Liability Company LLC, Corporations</b> (S-Corp, C-Corp, B-Corp etc.) or <b>Organized Associations or Organizations</b> (Girl's Scouts, Boys Scouts, etc.)</p>
<p><b>Sole Proprietor</b> (Full name in business name: e.g.: <i>John Smith Plumbing</i>)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SSN of the owner</li> </ul>	<ul style="list-style-type: none"> <li><input type="checkbox"/> TIN/EIN</li> <li><input type="checkbox"/> Good standing verified with the MN Secretary of State website must include information of one of the signers if not obtaining articles and/or Operating Agreements. If no signer's information appears on the MN Secretary of State website, then the business must provide at least one of the following: <ul style="list-style-type: none"> <li>○ Operating Agreement or Minutes of First Written Action of Members</li> <li>○ Articles of Incorporation or Articles of Organization</li> </ul> </li> <li><input type="checkbox"/> Beneficial Owner Certification (Blaze form)</li> <li><input type="checkbox"/> Submit to Deposit Services for Approval</li> </ul>
<p><b>Sole Proprietor and Political Campaign</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SSN of the owner (Name of business different from full name e.g.: <i>John and brothers Plumbing</i>) or TIN</li> <li><input type="checkbox"/> Business/DBA in Good standing verified with the MN Secretary of State website must include information of the owner.</li> </ul>	<p><b>Partnerships</b> (General, Limited, Limited Liability Company LLC, etc.)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> TIN</li> <li><input type="checkbox"/> Partnership agreement</li> <li><input type="checkbox"/> Good standing verified with the MN Secretary of State website</li> <li><input type="checkbox"/> Beneficial Owner Certification (Blaze form)</li> <li><input type="checkbox"/> Submit to Deposit Services for Approval</li> </ul>
<p><b>Single Member/Owner Limited Liability Company LLC Using SSN of Owner</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> SSN of owner</li> <li><input type="checkbox"/> Good standing verified with the MN Secretary of State website</li> <li><input type="checkbox"/> Beneficial Owner Certification (Blaze form)</li> </ul>	<p><b>Non-Profits</b> including Cooperatives</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> EIN</li> <li><input type="checkbox"/> Articles of Organization or Bylaws</li> <li><input type="checkbox"/> Operating Agreement or Minutes of First Written Action of Members</li> <li><input type="checkbox"/> Good standing verified with the MN Secretary of State website</li> <li><input type="checkbox"/> IRS Ruling letter of tax exemption under the IRS 501C</li> <li><input type="checkbox"/> Beneficial Owner Certification (Blaze form)</li> <li><input type="checkbox"/> Submit to Deposit Services for Approval</li> </ul>
<p><b>Single Member/Owner Limited Liability Company LLC Using EIN/TIN</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> TIN/EIN</li> <li><input type="checkbox"/> Good standing verified with the MN Secretary of State website must include information of one of the signers if not obtaining articles and/or Operating Agreements. If no signer's information appears on the MN Secretary of State website, then the business must provide at least one of the following: <ul style="list-style-type: none"> <li>○ Operating Agreement or Minutes of First Written Action of Members</li> <li>○ Articles of Organization</li> </ul> </li> <li><input type="checkbox"/> Beneficial Owner Certification (Blaze form)</li> </ul>	

### Business Beneficial Owner definition

**Owner:** Business ownership of 25% or more

**Control:** has significant responsibility to control, manage or direct the legal entity

*Note: Blaze cannot accommodate the requirement of multiple owners/signers acting together/jointly for transactions on deposit accounts. The owners/signers need to act independently.*

