Documents Required to Open an Account for a Business Registered in Missouri



17151 Chesterfield Airport Rd. Chesterfield, MO 63005 PH: 636-728-3381 TF: 800-767-8880

To provide your business and you with excellent service, assist the business with products and services, and fulfill our due diligence responsibilities under the law, we need to obtain the information on this Business Profile about the business.

Effective May 11, 2018, we are required to ask for identifying information (name, address, date of birth, social security number as well as identification documents) about the person or people who have at least a 25% ownership interest in the business (the beneficial owner(s)), and about the person who has significant management responsibility (control) over the business (the control person). You will be required to certify that this information is true and accurate to the best of your knowledge with this Beneficial Ownership Certification. This important information assists us in managing the products and services for the business, and provides us with the key individuals in the event we need to contact one or more of them about any matter pertaining to the products and services the business has with us. Thank you for being a member of our credit union. We look forward to serving you!

Business Type:	Documentation Required:
Sole Proprietorship	 Registration of Fictitious Name with file number-stamped and dated Certification of (EIN) Employer Identification Number from IRS or proof of Social Security Number Appropriate Identification also required to validate the following: Name of Individual Date of Birth of Individual Address of Individual Social Security Number
Two or more individuals in business together	Registration of Fictitious Name Certificate listing both owners O If a General Partnership (GP) a Certificate of Partnership. It does not need to be filed with the state
General Partnership (GP),	 <u>If</u> Limited Partnership (LP) or Limited Liability Partnership (LLP) or Limited Liability Limited Partnership (LLLP) an
Limited Partnership (LP),	appropriately file number-stamped and dated Partnership Agreement is required
Limited Liability Partnerships (LLP) or	 Partnership Agreement is required. It does <u>not</u> need to be filed with the state.
Limited Liability Limited Partnership (LLLP)	 Certification of (EIN) Employer Identification Number from IRS Appropriate Identification also required to validate the following: Name of Individual Date of Birth of Individual Address of Individual Social Security Number
Corporations	 Articles of Incorporation with file number-stamped and dated Certification of (EIN) Employer Identification Number from IRS Appropriate identification for all signers on account Name Address Social Security Number Date of Birth

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Limited Liability Company (LLC)	 Articles of Organization with file number-stamped and dated Operating Agreement is required. These are not filed with the state. Certification of (EIN) Employer Identification Number from IRS Appropriate identification required for all signers on account Name Date of Birth Address Social Security Number
Single Member Limited Liability Company (SMLLLC)	 Articles of Organization with file number-stamped and dated Appropriate identification required for all signers on account Name Date of Birth Address Social Security Number Certification of (EIN) Employer Identification Number from IRS-Operating Agreement is required. OR Proof of Social Security Number- No operating agreement is required
Non-Profit Corporations	 Articles of Incorporation with file number- stamped and dated - Validate in good standing on sos.mo.gov Minutes from board meeting, Charter, Bylaws, Letter of Purpose to show elected officers Certification of (EIN) Employer Identification Number from IRS Appropriate identification required on all signers on account: Name Date of Birth Address Social Security Number
Formal Non-Profit or Unincorporated Association	 Charter, Bylaws, and/or minutes from board meeting authorizing account opening and list who may do transactions on the account May have Articles of Incorporation with file number-stamped and dated –Validate in good standing on sos.mo.gov Employer Identification Number (EIN) from the IRS for the entity Appropriate identification required on all signers on account: Name Date of Birth Address Social Security Number

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Informal Non-Profit or Unincorporated Association Informal Benefit, Donation, Memorial or Tragedy	 Employer Identification Number (EIN) from the IRS for the entity Letter of Purpose Written and signed by authorized signer Appropriate identification required on all signers on account: Name Date of Birth Address Social Security
Public Fund (Exempts from MIP)	 Employer Identification Number (EIN) from the IRS for the entity Charter, Bylaws, and/or minutes from board meeting authorizing account opening and list who may do transactions on the account Appropriate identification required on all signers on account: Name Date of Birth Address Social Security Number Articles of Incorporation with file number- stamped and dated (if incorporated)
Campaign	 Certification of (EIN) Employer Identification Number from IRS Federal Campaigns Copy of an FEC Form 1 statement of organization State Campaigns Statement of Organization must be stamped and filed Local Campaigns Proof of Local Election Authority from County or Board of Elections Commissioners