

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



17151 Chesterfield Airport Rd.  
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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:
<b>Sole Proprietorship</b>	<ul style="list-style-type: none"> <li>• <b>Registration of Fictitious Name</b> with file number-stamped and dated</li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS <u>or</u> proof of <b>Social Security Number</b></li> <li>• <b>Appropriate Identification</b> also required to validate the following:                             <ul style="list-style-type: none"> <li>• Name of Individual</li> <li>• Date of Birth of Individual</li> <li>• Address of Individual</li> <li>• Social Security Number</li> </ul> </li> </ul>
<b>Two or more individuals in business together</b>  <b>General Partnership (GP),</b>  <b>Limited Partnership (LP),</b>  <b>Limited Liability Partnerships (LLP) or</b>  <b>Limited Liability Limited Partnership (LLLLP)</b>	<ul style="list-style-type: none"> <li>• <b>Registration of Fictitious Name Certificate listing both owners</b> <ul style="list-style-type: none"> <li>○ <b>If</b> a General Partnership (GP) a Certificate of Partnership. It does <u>not</u> need to be filed with the state</li> <li>○ <b>If</b> Limited Partnership (LP) or Limited Liability Partnership (LLP) or Limited Liability Limited Partnership (LLLLP) an appropriately file number-stamped and dated Partnership Agreement is required</li> </ul> </li> <li>• <b>Partnership Agreement</b> is required. It does <u>not</u> need to be filed with the state.</li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS</li> <li>• <b>Appropriate Identification</b> also required to validate the following:                             <ul style="list-style-type: none"> <li>○ Name of Individual</li> <li>○ Date of Birth of Individual</li> <li>○ Address of Individual</li> <li>○ Social Security Number</li> </ul> </li> </ul>
<b>Corporations</b>	<ul style="list-style-type: none"> <li>• <b>Articles of Incorporation</b> with file number-stamped and dated</li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS</li> <li>• <b>Appropriate identification</b> for <u>all signers on account</u> <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Address</li> <li>○ Social Security Number</li> <li>○ Date of Birth</li> </ul> </li> </ul>

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<p><b>Limited Liability Company (LLC)</b></p>	<ul style="list-style-type: none"> <li>• <b>Articles of Organization</b> with file number-stamped and dated</li> <li>• <b>Operating Agreement</b> is required. These are not filed with the state.</li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS</li> <li>• <b>Appropriate identification</b> required for <u>all signers on account</u> <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Date of Birth</li> <li>○ Address</li> <li>○ Social Security Number</li> </ul> </li> </ul>
<p><b>Single Member Limited Liability Company (SMLLLC)</b></p>	<ul style="list-style-type: none"> <li>• <b>Articles of Organization</b> with file number-stamped and dated</li> <li>• <b>Appropriate identification</b> required for <u>all signers on account</u> <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Date of Birth</li> <li>○ Address</li> <li>○ Social Security Number</li> </ul> </li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS- Operating Agreement is required.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>• <b>Proof of Social Security Number-</b> No operating agreement is required</li> </ul>
<p><b>Non-Profit Corporations</b></p>	<ul style="list-style-type: none"> <li>• <b>Articles of Incorporation</b> with file number- stamped and dated - Validate in good standing on <b>sos.mo.gov</b></li> <li>• <b>Minutes from board meeting, Charter, Bylaws, Letter of Purpose to show elected officers</b></li> <li>• <b>Certification of (EIN)</b> Employer Identification Number from IRS</li> <li>• <b>Appropriate identification</b> required on <u>all signers on account</u>: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Date of Birth</li> <li>○ Address</li> <li>○ Social Security Number</li> </ul> </li> </ul>
<p><b>Formal Non-Profit or Unincorporated Association</b></p>	<ul style="list-style-type: none"> <li>• <b>Charter, Bylaws, and/or minutes from board meeting authorizing account opening</b> and list who may do transactions on the account</li> <li>• May have <b>Articles of Incorporation</b> with file number-stamped and dated –Validate in good standing on <b>sos.mo.gov</b></li> <li>• <b>Employer Identification Number (EIN)</b> from the IRS for the entity</li> <li>• <b>Appropriate identification</b> required on <u>all signers on account</u>: <ul style="list-style-type: none"> <li>○ Name</li> <li>○ Date of Birth</li> <li>○ Address</li> <li>○ Social Security Number</li> </ul> </li> </ul>