



BUSINESS ACCOUNT OPENING CHECKLIST

USE THE FOLLOWING CHECKLIST TO GATHER INFORMATION WE WILL NEED FOR OPENING A BUSINESS ACCOUNT.

ALL BUSINESS TYPES NEED TO PROVIDE THE FOLLOWING:

- A valid driver’s license (OR GOVERNMENT ISSUED PHOTO ID) and Social Security numbers for yourself and **EACH** individual who will be authorized to transact business on behalf of the company and/or be authorized signers on the account.
- Completed Certification of Beneficial Owner(s) form (FOUND ON THE BACK) indicating individuals who own 25% or more of equity interests in the business & a controlling person who has significant responsibility for managing the business.
- The Employer Identification Number (EIN) or tax ID number registered to your business. To request an EIN, call 1-800-829-4933 or visit <http://www.irs.gov>. (SOLE PROPRIETORSHIPS MAY CHOOSE TO USE THE OWNER’S SOCIAL SECURITY NUMBER)
- Registered and in good standing with the ND Secretary of State

*DOCUMENT REQUIREMENTS FOR YOUR BUSINESS MAY BE DIFFERENT THAN STATED ABOVE BASED ON YOUR BUSINESS CHARACTERISTICS. DOCUMENT REQUIREMENTS MAY CHANGE AS APPLICABLE STATE AND FEDERAL REGULATIONS CHANGE

ADDITIONAL REQUIRED INFORMATION BY COMPANY TYPE:

SOLE PROPRIETORSHIPS

- Certificate of Assumed Name (IF APPLICABLE)

LIMITED LIABILITY COMPANIES (LLC)

- Articles of Organization
- Member Control Agreement (IF APPLICABLE)

CORPORATIONS

- Articles of incorporation filed with the state
- Corporate by-laws (IF APPLICABLE)
- Non Profit Corporations require Board of Director Authorization

PARTNERSHIPS & LIMITED LIABILITY PARTNERSHIPS

- Partnership Agreements

UNINCORPORATED LODGES, ASSOCIATIONS, OR OTHER ENTITIES

- Bylaws (IF APPLICABLE)
- Meeting Minutes indicating who can open or transact on the account

IMPORTANT INFORMATION YOU NEED TO KNOW ABOUT OPENING A NEW ACCOUNT

TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY, AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. IDENTITY VERIFICATION ALSO HELPS PROTECT YOU AND US FROM IDENTITY FRAUD

BUSINESS LOAN CHECKLIST

ASPIRE CREDIT UNION OFFERS BUSINESS LOANS <\$50,000 TO QUALIFIED MEMBERS.

BUSINESS LOAN APPLICATION REQUIREMENTS:

- We will have you complete a business loan application.
- 3 years of filed business tax returns
- 3 years of filed personal tax returns for all guarantors and owners
- Business financial statements
- Personal financial statements for all guarantors and owners

PLEASE FEEL FREE TO REACH OUT WITH ANY QUESTIONS.

701-837-5353

LOBBY HOURS

MONDAY – FRIDAY 8:00 AM - 5:30 PM





Certification of Beneficial Owner(s)

BUSINESS ACCOUNT MEMBER

LEGAL NAME OF BUSINESS ENTITY BUSINESS ADDRESS

NAME OF INDIVIDUAL OPENING ACCOUNT TITLE

Is this a Non-Profit Company? NO YES | If yes, skip the Beneficial Owner section.

BENEFICIAL OWNERS

Complete the following information for EACH individual who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25% or more of the equity interests of the above listed business. If no individual meets this definition, specify "Not Applicable."

FULL NAME ADDRESS
DATE OF BIRTH SSN ID NUMBER
ID DATE ID EXPIRATION PERCENT OF OWNERSHIP

FULL NAME ADDRESS
DATE OF BIRTH SSN ID NUMBER
ID DATE ID EXPIRATION PERCENT OF OWNERSHIP

FULL NAME ADDRESS
DATE OF BIRTH SSN ID NUMBER
ID DATE ID EXPIRATION PERCENT OF OWNERSHIP

CONTROLLING PERSON

Complete the following information for one individual with significant responsibility for managing the above listed business, i.e., Executive officer (CEO, CFO, and COO), senior manager, director, controller or any other individual who regularly performs similar functions. If appropriate, an individual listed above may also be listed in this section.

FULL NAME ADDRESS
DATE OF BIRTH SSN ID NUMBER
ID DATE ID EXPIRATION PERCENT OF OWNERSHIP

I, _____ hereby certify, to the best of my knowledge, that the information provided above is complete and correct.

SIGNATURE DATE

Table with 4 columns: NEW ACCOUNT # & TYPE, DATE OPENED, SIGNATURE CONFIRMING NO CHANGE IN OWNERS, PRINTED NAME