

# Associations & Organizations Account Opening Checklist

Thank you for your choosing Orange County's Credit Union for your business account needs. In order to make your account opening experience as smooth as possible, a checklist of items needed for your account opening has been provided below. A Member Service Representative specializing in business accounts will contact you soon to address any questions you might have, and to set up an appointment to meet with you.

**Please Note:**

*These types of accounts will require approval from Orange County's Credit Union Business Services prior to being opened. Documentation required can vary depending on the structure of the organization. Please refer to the Member Service Representative assisting you should you have any questions.*

**Individuals that Need To Be Present at Account Opening:**

All owners of the Association

Exception would be if you are a smaller chapter of a large organization, then just the current President and Secretary of local chapter, and any authorized signers, if applicable must be present

**Information Required to Open Account:**

Personal Identification for all parties - A valid government identification such as driver's license or U.S. Passport

Tax Identification Number - Individual SSN or EIN

Business Documentation

Association Resolution (Can provide own, or use Credit Union's)

Fictitious Business Name Statement (FBN), including the Proof of Publication, if applicable

If Association/Organization is incorporated:

Certified Articles of Incorporation

Certificate of Incorporation

Certified Statement of Information