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Business Services Account Checklist

You will need the following items when opening a CEFCU® Business Account or applying for a CEFCU Business Loan or Business Credit Card.

For details on business types and required documents, see [Business Account & Loan Documentation Requirements](#).

CEFCU BUSINESS ACCOUNT

Valid government-issued non-expired photo ID of each person on account

Tax Identification Number (Social Security number or Employer Identification Number)

Minimum deposit of \$255 to open Business Savings and Checking accounts

Required entity papers for appropriate Business account type

Sole Proprietor: If using assumed name, Assumed Business Name Certificate, Fictitious Business Name Statement, or Business License

Partnership: Formal Partnership Agreement

Limited Liability Company: Articles of Organization and Operating Agreement

Corporation: Articles of Incorporation and Bylaws/Meeting Minutes

Not-for-Profit Corporation: Articles of Incorporation and Bylaws/Meeting Minutes

Unincorporated Association: Articles of Association or Statement by Unincorporated Association or Registration of Unincorporated Nonprofit Association

Additional information may be required.

CEFCU BUSINESS CREDIT CARD OR BUSINESS LOAN

CEFCU Business Rewards Credit Card Application *Completed if applying for a Business Credit Card*

Business balance sheets and income statements: Provide last two years and most recent quarter.

Business debt schedule: Provide balance and monthly payments on all outstanding business obligations.

If Sole Proprietor

Personal Financial Statement

Signed Personal U.S. tax returns, including all schedules, for last two years

If applicable, Federal K-1 Statements for requested tax years

If Business is Partnership, Corporation, Limited Liability Company, Unincorporated Association

Personal Financial Statement from each partner/member/shareholder

Signed Personal U.S. tax returns, including all schedules, for last two years from each partner/member/shareholder

If applicable, Federal K-1 Statements for requested tax years from each partner/member/shareholder

Signed Corporate or Partnership U.S. tax returns, including all schedules, for the last two years

If Not-for-Profit Corporation

Form 990 (Return of Organization Exempt From Income Tax), including all schedules, for last two years

Additional information may be required.

For more information on Business Accounts, Loans, or Credit Cards, please contact us at 1.800.633.7077, ext. 37065 or 309.633.7065 or bsrs@cefcu.com.