

# BUSINESS ACCOUNT CHECKLIST



Thank you for choosing Western Vista Credit Union. Your time is valuable. Here is a checklist to help you gather all the pertinent documents you will need to open your business accounts at Western Vista Credit Union. Please bring the following information with you, when you come to the credit union to establish your new accounts.

*We look forward to helping you reach your business goals!*

- STEP #1:** Select your business's legal form of organization from the choices on the front and back of this checklist.
- STEP #2:** Provide the indicated information so that we can assist you as quickly as possible.
- STEP #3:** Complete the separate Additional Business Services section on the back of the form.
- STEP #4:** Enjoy all the benefits that working with a membership owned, credit union can provide!

## CORPORATION

- EIN/TIN Verification
- Articles of Incorporation
- Corporate minutes or bylaws noting officers and their responsibilities
- Certificate of Good Standing: <https://wyobiz.wy.gov/business/FilingSearch.aspx>
- Certificate of Assumed Name (if applicable)
- Social Security Number of all account signers
- Two (2) forms of personal identification for all account signers (One must be government-issued photo ID)
- Required minimum opening deposit, based on the accounts selected
- Beneficial Owner(s) Checklist

## LIMITED LIABILITY COMPANY (LLC)

- EIN/TIN Verification or SSN for Single Member LLC
- Articles of Organization
- Operating Agreement (if applicable)
- Certificate of Good Standing: <https://wyobiz.wy.gov/business/FilingSearch.aspx>
- Certificate of Assumed Name (if applicable)
- Social Security Number of all account signers
- Two (2) forms of personal identification for all account signers (One must be government-issued photo ID)
- Required minimum opening deposit, based on the accounts selected
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## SOLE PROPRIETORSHIP

- Certificate of Assumed/Trade Name (if applicable)
- Social Security Number of Owner or EIN (EIN needed if business pays wages to one or more employees)
- Two (2) forms of personal identification for all account signers (One must be government-issued photo ID)
- Social Security Number of all account signers
- Required minimum opening deposit, based on the accounts selected

## PARTNERSHIP OR LIMITED LIABILITY PARTNERSHIP (LLP)

- Partnership Agreement (if applicable)
- EIN Verification
- Certificate of Good Standing: <https://wyobiz.wy.gov/business/FilingSearch.aspx>
- Two (2) forms of personal identification for all account signers (One must be government-issued photo ID)
- Social Security Number of all account signers
- Required minimum opening deposit, based on the accounts selected
- Beneficial Owner(s) Checklist

## UNINCORPORATED ASSOCIATION (Clubs, Teams, Groups, Class Reunions, Unincorporated Churches, Memorials, etc.)

- EIN Verification
- Statement of Informal Association
- Two (2) forms of personal identification for all account signers (One must be government-issued photo ID)
- Social Security Number of all account signers
- Required minimum opening deposit, based on the account(s) selected

## ADDITIONAL BUSINESS SERVICES

- |   |   |
|---|---|
| <input type="checkbox"/> Online Banking | <input type="checkbox"/> Business Credit Card(s)        |
| <input type="checkbox"/> Mobile Banking | <input type="checkbox"/> Business Loans/Lines of Credit |
| <input type="checkbox"/> ATM/Debit Card | <input type="checkbox"/> Electronic Statements          |

*We look forward to building a lasting relationship with you and your business.*

### LOCATIONS:

3207 Sparks Rd | Cheyenne, WY  
1215 Storey Blvd | Cheyenne, WY  
3401 Eagle Dr | Casper, WY

### PHONE:

1-800-310-2197  
307-634-2197 Cheyenne  
307-234-8194 Casper

### MAILING ADDRESS:

P.O. Box 20105  
Cheyenne, WY 82003

**wvista.com**