

# Business Account Checklist

In order to open a business account at Cedar Point, you must provide documentation to verify who has the authority to establish an account. Bringing the appropriate documentation, and completing the Business Profile Worksheet will improve your account opening experience. Please use the following checklist to ensure you bring the appropriate information and documents depending on your type of business.



## Corporations

- Employer Identification Number (EIN)
- Articles of Incorporation – signed and dated
- S-Corp or C-Corp Designation
- Charter/Bylaws – signed and dated
- Minutes – signed and dated
- Letters of Instruction or Board Resolution – signed and dated



## Limited Liability Company (LLC)

- Employer Identification Number (EIN)
- Articles of Organization – signed and dated
- Operating Agreement (Not needed for Sole Member LLC)
- Business License
- Minutes – signed and dated
- Letter of Instruction – signed and dated
- S-Corp, C-Corp, or P-Partnership Designation



## Partnerships

- Employer Identification Number (EIN)
- Partnership Agreement – signed and dated
- Minutes – signed and dated
- Letter of Instruction – signed and dated
- General, Limited, or Limited Liability Designation

**PLEASE NOTE:** All business documents are subject to review by Cedar Point Federal Credit Union prior to account opening and we reserve the right to ask for additional documentation where needed. All businesses must be in good standing with the Maryland Department of Assessment and Taxation to be eligible for account services at Cedar Point Federal Credit Union. All businesses must be eligible for membership. Not all documents listed are required. Your business's bylaws or articles of incorporation may indicate what documentation is applicable for conducting business with Cedar Point.



## Clubs, Associations, or Organizations

- Employer Identification Number (EIN)
- Charters/Bylaws – signed and dated
- Minutes – signed and dated
- Letter of Instruction – signed and dated
- All members associated with the club must fit into our field of membership.



## Sole Proprietor

- Employer Identification Number (EIN) or Tax ID Number (Social Security Number)
- Trade Name Registration, Business License, or other supporting documentation allowing to trade in Business name



## Member accepting payments on behalf of a larger company

- A letter or contract from the actual business owner indicating authorization to transact business under that name