

Business Documents Required by Business Type

Arizona Entity Only



Required Documents	Sole Proprietor	Limited Liability Co (LLC), Professional Limited Liability Co (PLLC)	Partnerships: Limited, General, or Limited Liability	Club/ Organization	Business Non-Profit	Corporation
Articles of Incorporation					✓	✓
Articles of Organization		✓				
Tax Identification Number	SSN or EIN if DBA is listed as primary name	IRS EIN Letter ¹	IRS EIN Letter	IRS EIN Letter	IRS EIN Letter with 501(c) Status	IRS EIN Letter
Unexpired Trade Name Registration or Fictitious Name Certificate	✓ ²	✓	✓	✓ ³	✓	✓
Good Standing Screenshot		✓	Limited & Limited Liability Only		✓	✓
Professional License		PLLC Only				
Partnership Agreement			✓			
Meeting Minutes ⁴				✓ ⁵	✓	✓
Beneficial Owner Form ⁶		✓	✓		✓	✓

¹ Single Member LLC's will need to have a registered Employer Identification Number (EIN) with the IRS in order to open up membership at Credit Union West

² If using DBA. Required to conduct transactions using business name

³ Luke AFB Club not required to provide documentation of name used

⁴ Meeting minutes authorizing/agreeing to opening an account with CUW including who responsible individuals are. Meeting Minutes should not be more than one-year-old. Meeting Minutes must be signed.

⁵ Luke AFB Club/Squadron accounts are to provide a letter from their Squadron Commander or 1st Sergeant in lieu of Meeting Minutes

⁶ Member and owner identification is typically validated electronically through our account origination platform. However, to help avoid delays, please bring a Social Security card and other identifying information for all individuals with 25% or greater ownership interest in the legal entity.