

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 | Corporations & Professional Corporations (PCs) |
|--|--|--|--|--------------------|-----------------------------------|--|
| Articles of Incorporation | | | | | ✓ | ✓ |
| Articles of Organization | | ✓ | | | | |
| Tax Identification Number | SSN or IRS EIN if the business has employees | 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 | ✓ ² | ✓ ² | ✓ ³ | ✓ ² | ✓ ² |
| Good Standing Screenshot | | ✓ | Limited & Limited Liability Only | | ✓ | ✓ |
| Professional License | | PLLC Only | | | | PC Only |
| Partnership Agreement | | | ✓ | | | |
| Meeting Minutes | | | | ✓ ^{4,5} | ✓ ⁴ | ✓ ⁴ |
| Beneficial Owner Form | | ✓ ⁶ | ✓ ⁶ | | ✓ ⁶ | ✓ 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 being used

⁴ Meeting minutes authorizing/agreeing to opening an account with CUW including who the authorized signers are to be on each share. 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. In some cases the CUW COBO hardcopy form may also need to be completed.