



## **BUSINESS ACCOUNTS CHECKLIST**

SUN CU offers Business Accounts for a monthly service fee of \$10.00.

All signers on the account must have a good checking account history and may not appear on the government OFAC list or have a ChexSystems record.

SUN also offers added benefits to business account through our Member Discounts program which may allow them to take advantage of free advertising in our lobby and via online. See our website at <http://suncu.org/business.htm> and reference The Business Partners Extra information.

To open a SUN CU business account you will need to provide the following items:

### **Corporations:**

- Articles of Incorporation and Corporate Resolution.
- Tax ID document(s) from the State of Florida (EIN/Tax Id number) (aka-Local Business Tax Receipt-formally known as Occupational License).
- Copy of fictitious name document-if they are doing business under a different name than the corporate name listed.
- Board minutes from the last meeting stating that SUN Credit Union has been approved as the financial institution for the said company and stating who the authorized signers are on the account. If there is not a board or meeting, then a letter on company letterhead stating the above is needed.
- A copy of the driver's license(s) for said signer(s) on the account.
- Social security number(s) for said signer(s) on the account.

### **Sole Proprietor:**

- Must qualify & open an individual account at the credit union first.
- Owner's Social Security Number.
- Copy of owner's driver's license.
- Copy of their Local Business Tax Receipt (formally known as Occupational License).

**All information must be submitted in person to SUN Credit Union.**