

CHAMPIONS FIRST CREDIT UNION BUSINESS MEMBERSHIP INFORMATION

All businesses are required to be registered with the Secretary of State. The only exception is a DBA in which the business name includes the business owner's legal name or a Club Account. For more information on starting a business in Florida, go to <https://dos.myflorida.com/sunbiz/start-business/> for required steps.

The following items are required to open a business account. If you have questions about the required documents, please speak with a Member Service Representative.

❑ **CORPORATIONS**

- Articles of Incorporation (Active Sunbiz filing)
- EIN Assignment letters from the IRS (if not listed on Sunbiz)
- Fictitious Name Registration (if applicable)
- Beneficial Ownership and the individual who has a significant responsibility for managing the business requirements

❑ **SOLE PROPRIETORSHIP (Doing Business As)**

- EIN Assignment letters from the IRS (if not using SSN)
- Fictitious Name Registration (if applicable)

❑ **LIMITED PARTNERSHIPS**

- Certificate of Limited Partnership (Active Sunbiz filing)
- EIN Assignment letters from the IRS (if not using SSN)
- Fictitious Name Registration (if applicable)
- Beneficial Ownership and the individual who has a significant responsibility for managing the business

❑ **NON-LIMITED PARTNERSHIPS**

- EIN Assignment letters from the IRS (if not using SSN)
- Partnership agreement
- Beneficial Ownership and the individual who has a significant responsibility for managing the business

❑ **LIMITED LIABILITY COMPANY (LLC)**

- Articles of Organization (Active Sunbiz filing)
- EIN Assignment letters from the IRS (if not listed on Sunbiz)
- Certificate of Organization or LLC Agreement (if available)
- Fictitious Name Registration (if applicable)
- Beneficial Ownership and the individual who has a significant responsibility for managing the business requirements

❑ **CLUBS, ASSOCIATIONS, ORGANIZATIONS**

- EIN Assignment letters from the IRS (if not using SSN)
- Meeting minutes including a list of the officers of the club, association or organization
- Fictitious Name Registration (if applicable)

- The individual who has a significant responsibility for managing the business

Any business using any name other than their legal name (as reflected on Sunbiz) must have a current fictitious name registration on Sunbiz (a copy of which should be retained in the file).

Please note a business entity using another name could go the route of obtaining a trademark under Florida law rather than the fictitious name registration. If a Florida entity has gone this route, the entity will need to advise the Credit Union accordingly so that the Credit Union can pull the trademark registration from the Florida trademark database

Ownership

You will be required to provide the name, address, date of birth, SSN and a copy of a valid ID for the following individuals:

- A. Each individual who owns 25% or more of the equity interest of the business.
- B. The individual who has a significant responsibility for managing the business.

Authorized Signers

- A. Each authorized signer will need to provide their name, address, social security number, birthday, and valid identification. Each authorized signer will need to sign the business application.
- B. A valid form of identification for each owner/officer who will be:
 - a. Executing the authorization
 - b. On the account as an authorized signer, and
 - c. Listed as a beneficial owner
- C. Must Include one of the following unexpired IDs:
 - a. Driver's License
 - b. State ID
 - c. U.S. Passport, or
 - d. U.S. Military ID
- D. Proof of Residency if current address is not listed on the primary identification provided

Required Membership Forms

- A. All Business Members will need to complete the following Credit Union forms:
 - a. Business Account Card with Authorization
 - b. Beneficial Owner Certification
 - c. Authorization Designation for Share/Deposit Accounts and/or Borrowing

Business Account Card

- A. Signatures on page 2 must include the proper title of each authorized person. All signatures must be signed in the presence of an Champions First Credit Union representative. If this is not possible, any signatures signed outside of the credit union must be notarized. A copy of each authorized person's ID will still be required at account opening.
- B. Beneficial Owner Certification on page 4: You will be required to provide the name, address, date of birth, and a copy of SSN and a valid ID for the following individuals:
 - a. Each individual who owns 25% or more of the equity interest of the business.
 - b. The individual who has a significant responsibility for managing the business

Authorization Designation

- A. Authorization designation (pages 2 & 3). This form is for the manager(s), managing member(s), partner(s) officer(s), or director(s) authorized to act on behalf of the business to designate the authorized persons for the account. The following items need to be completed:
 - a. At the top of page 1, the name and address of the business or organization is required.
 - b. **Non-Corporations:** All manager(s), managing member(s), partner(s), officer(s), or director(s) must complete, print, sign and date page 1. The second box (adoption by unanimous written consent of governing members), must be completed and signed by all manager(s), managing member(s), partner(s), officer(s) or director(s) of the business; the first boxed area on page 1 should be left blank. By signing this page, the signers are giving permission for whoever signs page 2 to be authorized persons on the account. If the manager, managing member, partner, officer, or director wishes to be an authorized person he or she will need to sign pages 2.
 - c. **Corporations Only:** Only one registered officer/director will print, sign and date page 1 in the first box noted as 'adoption by vote of governing persons- by signing this page the registered director is giving permission for those that sign page 2 to be authorized persons on the account. if the registered officer/director wishes to be an authorized signer he or she will need to sign pages 2.
 - d. At the top of page 2, please fill in the space provided for the date.
 - e. All authorized persons must sign page 2 and include their titles.