

BUSINESS ACCOUNT CHECKLIST

PO Box 8007, Redwood City, CA 94063-0903 (800) 632-4600 (650) 508-0619 fax providentcu.org

To open a business account at Provident, all signers must be present. This requirement also applies to any individual(s) who own 25% or more of the business, as well as those with significant management responsibility or control. Please note that this is not an exhaustive list of requirements. Provident may request additional documentation or verification as needed. All documents provided must be original or certified copies of the most current or recently issued versions.

Please ensure you have the following information ready when applying:

- ☐ Valid U.S. government issued ID for each signer
- ☐ Employer Identification Number or SSN
- ☐ Physical address (individual and business)

Businesses operating under a DBA (Doing Business As), fictitious name, trade name, or assumed name must provide a copy of the entity's Fictitious Business Name Statement.

Business Entity	Documentation Required
Sole Proprietor	☐ Business License (if required by city) and one of the following (if applicable): ☐ Fictitious Name Certificate/Statement ☐ Registration of Trade Name ☐ Certificate of Assumed Name
General Partnerships	☐ Partnership Agreement and one of the following (if applicable): ☐ Fictitious Name Certificate/Statement or related document ☐ Business License or Business Registration ☐ Statement of Partnership*
Limited Partnerships (LP)	☐ Limited Partnership Agreement ☐ Partnership Fictitious Name Certificate (if applicable) ☐ Certificate of Limited Partnership or similar depending on state*
Limited Liability Partnerships (LLP)	☐ Limited Liability Partnership Agreement and one of the following: ☐ Statement of Qualification ☐ Certificate of Limited Liability Partnership* ☐ Limited Liability Partnership Registration
Limited Liability Companies (LLC)	☐ Operating Agreement ☐ Articles of Organization*
Corporation	☐ Bylaws ☐ If applicable, include corporate resolution or amendments authorizing account opening at Provident ☐ One of the following: ☐ Certificate of Organization* ☐ Articles of Incorporation* ☐ Certificate of Status*
Unincorporated Associations, Social/Recreational Clubs	☐ Bylaws ☐ Articles of Association* (title of the organizing document may vary by state) ☐ One of the following (if applicable): ☐ Business License ☐ Certificate of Assumed Name ☐ Fictitious Name Certificate

* Original form not required. For any LP, LLP, LLC and Corporations residing outside CA, please provide Foreign (LP, LLP, LLC, and Corps) – Certificate of Registration and Certificate of Good Standing.

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