



BUSINESS ACCOUNT REQUIREMENTS

BUSINESS ENTITY REQUIREMENTS

Please submit documents to your nearest Sun Community for review and speak with a Member Service Representative for additional information

Sole Proprietorship

- ☐ Proof of Tax ID Number
- ☐ 2 most recent months of bank statements
- ☐ Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- ☐ Business License (if applicable)

Unincorporated Association or Organization

- ☐ Proof of Tax ID Number
- ☐ 2 most recent months of bank statements
- ☐ Board Resolution, Board Minutes, or Letter of Designation (signed by officers or signers of organization, society, or club)

Corporation

- ☐ Proof of Tax ID Number
- ☐ 2 most recent months of bank statements
- ☐ Endorsed/Filed Articles of Incorporation
- ☐ Corporate Resolution of Corporate Minutes or Letter of Designation (signed by officers or signers of corporation)
- ☐ Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- ☐ Business License (if applicable)
- ☐ Active Status with Secretary of State Business Portal

Non-Profit Corporation

- ☐ Proof of Tax ID Number
- ☐ 2 most recent months of bank statements
- ☐ Proof of 501(C)(3) from IRS
- ☐ Endorsed/Filed Articles of Incorporation/By-Laws
- ☐ Corporate Resolution of Corporate Minutes or Letter of Designation (signed by officers or signers of corporation)

General Partnership

- ☐ Proof of Tax ID Number
- ☐ 2 most recent months of bank statements
- ☐ Signed Partnership Agreement or Signed Statement (showing name of partnership and listing general partners)
- ☐ Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- ☐ Business License (if applicable)

Limited Partnership

- ☐ Proof of Tax ID Number
- ☐ 2 most recent months of bank statements
- ☐ Filed Certificate of Limited Partnership
- ☐ Amendment to Registration of LLP/ Articles of Organization (for authorization designation)
- ☐ Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- ☐ Business License (if applicable)
- ☐ Active Status with Secretary of State Business Portal

Limited Liability Partnership

- ☐ Proof of Tax ID Number
- ☐ 2 most recent months of bank statements
- ☐ Filed Certificate of Limited Liability Partnership Registration (LLP-1)
- ☐ Operating Agreement
- ☐ Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- ☐ Business License (if applicable)
- ☐ Active Status with Secretary of State Business Portal

Limited Liability Company

- ☐ Proof of Tax ID Number
- ☐ 2 most recent months of bank statements
- ☐ Articles of Organization (LLC-1)
- ☐ Operating Agreement
- ☐ Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- ☐ Business License (if applicable)
- ☐ Active Status with Secretary of State Business Portal

Additional Information Requirements

- ☐ All Authorized Signers must be present and provide their personal information (see Authorized Signer section on page 2)
- ☐ Beneficial Owner information will be collected (see Beneficial Owners section on page 2)

Supplementary Information

- ☐ For wire transfers, please provide recipient information (financial institution name and routing number plus recipient's full name, address, and account number)



BUSINESS ACCOUNT REQUIREMENTS

AUTHORIZED SIGNER REQUIREMENTS

Please speak with a Member Service Representative for additional information

Important Information

- ☐ All documents provided must be original, copies will not be accepted
- ☐ Identifications and documentation provided will be scanned to our database
- ☐ All Authorized Signers must provide 2 forms of ID (one primary & one secondary) in addition to the information below

Primary Identification

Must be non-expired

Image will be scanned to our database

- ☐ Driver's License or Identification Card
(from a U.S. State or Entity)
- ☐ Permanent Resident Card or Resident Alien Card
- ☐ U.S. Passport

Secondary Identification

Must be non-expired

Image will be scanned to our database

- ☐ Any other form from Primary ID List
- ☐ ATM/Debit/Credit Card (from US financial institution)
- ☐ Social Security Card
- ☐ Matricula Consular Card
- ☐ Senti/Global Entry Card
- ☐ Medical Insurance Card
- ☐ Auto Insurance Card
- ☐ Employee ID Card
(limited to local government, city and State)
- ☐ US Military/Federal Employee Card
(will not be scanned to our database)

Tax Identification Number

Original card required if using as secondary ID

SSN required for all individuals

- ☐ Social Security Number (SSN)

Proof of Residence

Residence verified using one of the following methods, documents provided must be non-expired or issued within 45 days and in your name

- ☐ Physical address provided matches address on ID or most recent address on credit report
- ☐ Pay Stub
- ☐ Auto Insurance Card
- ☐ Vehicle Registration
- ☐ Rental or Lease Agreement
- ☐ Utility Bill: including electric, water, gas, garbage, telephone/mobile, internet, or cable

If utility bill, rental, or lease agreement is not in your name, it must be accompanied by a written statement from the named person stating you live with them

Additional Information Requested

- ☐ Mailing Address (if applicable)
- ☐ Phone Number(s)
- ☐ Email Address
- ☐ Mother's Maiden Name
- ☐ Date of Birth
- ☐ Employment & Occupation

BENEFICIAL OWNER REQUIREMENTS

Please speak with a Member Service Representative for additional information

Important Information

- ☐ An individual who owns, directly or indirectly, 25 percent or more of the equity interests of the business
- ☐ An individual with significant responsibility for managing the business (ex CEO, CFO, COO, GP, President, VP, etc.)

Provide the Following for Each Beneficial Owner

- | | |
|---|--|
| ☐ Name | ☐ Primary ID Number |
| ☐ Date of Birth | ☐ Address (Residential or Business) |
| ☐ Social Security Number | ☐ Title |

Eff. 11/03/2025