

Opening a Business Account

Federal law requires certain personal identification documents to open a financial account. You will need a valid photo ID such as a Florida Driver's License, State-issued for each person that will be doing business on this account.

Requirements to open and maintain a business account:

1. Members with a business account must maintain a separate personal account in good standing
2. The business must be registered with the State of Florida through Sunbiz.org
3. The business must maintain the required State of Florida Annual Report Filing to show the business is active annually

Required documentation to open an account:

SOLE PROPRIETORSHIP

1. Fictitious Name and Proof of EIN

(Your fictitious name, also referred to as DBA name or "doing business as," is the company or business name that you have selected which is different than your first and last name)

PARTNERSHIP

1. Proof of Publication
2. Certificate of Tax ID
3. Partnership Agreement

LIMITED LIABILITY COMPANY

1. Articles of Incorporation/Organization
2. Certificate of Tax ID

ORGANIZATION, NON-PROFIT

1. Articles of Incorporation
2. Charter or By-Laws *(must include information of non-profit status in accordance with the IRS Code)*
3. The minutes of the meeting authorizing the opening of the account
4. Certification of Tax ID

CORPORATION

1. Articles of Incorporation or Corporate Resolution
(must be completed, dated and signed by corporate secretary)
2. Certification of Tax ID
3. Minutes of meeting stating instructions of who is to open account

Full fee schedule can be found at HelloCU.com

Please have all signers present with proper ID, and plan to invest up to 1 hour to open the account. You can email Wave@HelloCU.com to schedule an appointment with your local Branch Manager.