



## Business Accounts Required Documents

- **Sole Proprietor**
  - Valid identification on sole proprietor
  - EIN/Tax ID number
  - Assumed Name Certificate from Parish
    - Obtained from Calcasieu Parish Clerk of Court
  - Trade name from Secretary of State [www.sos.louisiana.gov](http://www.sos.louisiana.gov) \*\*Must be active and in good standing or Occupational License from Parish
    - Obtained from Magnolia Building
- **General Partnership**
  - Valid Identification on partner opening the account
  - EIN/Tax ID number
  - Partnership Agreement (if any identifies the partners)
  - Partnership Certificate from Sec of State \*\*Must be in good standing and active
- **Limited Partnership**
  - Valid Identification on partner opening the account
  - EIN/Tax ID number
  - Partnership Agreement (if available)
  - Partnership Registration from Sec of State \*\*Must be in good standing and active
- **Limited Liability Partnership**
  - Valid identification on partner opening the account
  - EIN/Tax ID number
  - Partnership Agreement if any
  - Partnership Registration from Sec of State \*\*Must be in good standing and active
- **Limited Liability Company**
  - Valid Identification on managing member
  - EIN/ Tax ID Number
  - Articles of Organization
  - Certificated of Organization from Sec of State [www.sos.louisiana.gov](http://www.sos.louisiana.gov)  
\*\*Must be in good standing and active



- **Corporation**
  - Valid Identification on corporate secretary
  - EIN/Tax Id number
  - Certificate of Incorporation for sec of state or certificate of authority for corporations from other states  
\*\*Must be in good standing and active
  - Minutes of Board meeting – Excerpt from meeting where officers were elected, specifically the secretary of the corporation (President/CEO, VP, etc. can act in this capacity) Designee will sign authorization designation
  
- **Non-profit Corporation**
  - Valid Identification on corporate secretary
  - EIN/Tax ID number
  - Certificate of Incorporation from Sec of State or Certificate of Authority filed in Louisiana for corporations from other states \*\*Must be in good standing and active
  - IRS 501(c) Tax determination letter (if applicable)
  - Minutes of Board meeting – Excerpt from meeting where officers were elected, specifically the secretary of the corporation (President/CEO, VP, etc. can act in this capacity) Designee will sign authorization designation
  
- **Formal Non-profit or Unincorporated Association**
  - Valid Identification on person opening the account
  - EIN/Tax ID number
  - Charter, Bylaws or Letter of purpose
  - Minutes of meeting authorizing account opening and signatories
  
- **Informal Non-profit or Unincorporated Association**
  - Valid Identification on person opening the account
  - EIN/ Tax ID number
  - Letter of Purpose
  
- **Benefit or Tragedy Account**
  - Valid Identification on all persons opening the account
  - EIN/Tax ID Number
  - Letter of purpose

Thank you again for choosing Southwest Louisiana Credit Union as your financial partner.  
Sincerely,

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