

## PARTNERSHIP

### Business Account Information Checklist

#### Individuals that need to be present to open the account:

All General Partners. If a General Partner of the Partnership is another business, an authorized representative of that business must also be present. Any individual that will be added as an Authorized Signer.

#### Information required to open the account:

- Personal information:
  - Personal Identification - Government Issued ID (State issued driver's license, Passport, etc.)
  - Social Security Number
  
- Business Documentation:
  - Tax Identification Number – A document verifying Employer Identification Number (EIN) is required (EIN Assignment Letter from the IRS, first page of a federal tax return, etc.)
  
- General Partnerships (GP):
  - Signed General Partnership Agreement
  - Assumed Name Certificate (DBA) – if operating under a different name than the General Partnership
  
- Limited Partnerships and Limited Liability Partnerships (LP or LLP)
  - Certificate of Formation (Texas Secretary Of State)
  - Limited Partnership Agreement or Limited Liability Partnership Agreement
  - Active Status Verification – Certificate of Good Standing (TCCU will obtain at account Opening)
  - Assumed Name Certificate (DBA) – if operating under a different name than the Limited Partnership or Limited Liability Partnership
  
- For businesses organized in a state other than TX:
  - Entity formation documentation from the state the business is organized in
  - Foreign Entity Registration – Right to Transact Business in TX (Texas Secretary of State)

- The following supplemental documentation may also be required to further verify ownership and authorization:
  - Filed Amendments to the Certificate of Formation (LP or LLP)
  - Amendments to the Partnership Agreement
  - Meeting minutes

#### Additional information will be requested:

- Owners/General Partners/Limited Partners with 25% or more ownership:
  - Full name as it appears on the Government issued ID
  - Legal Business Name and Tax Identification Number (when owner of the Partnership is another entity)
  - Residential Address (Business Address if owner is an Entity)
  - Percentage of Ownership
  
- Business address
- Phone Number
- Length of time in business
- Nature of business
- Types of transactions and anticipated volume
- Business primary trade area
- Annual Sales
- Source of funds to open the account
- Purpose of the business account
- Number of employees
- Names of other Financial Institutions this business has accounts with