



Business Banking Account Opening Checklist

Thank you for your interest in opening a business account with Family First Federal Credit Union. Once your business has qualified for Family First FCU membership and you are ready to open an account, you will be required to fill out additional paperwork for Family First. Here is a list of documents, based on your business type that will be needed in the account opening process. If you have any questions, visit your local branch or call us at 585.586.8225.

Business Type	Documents Needed	Tax Identification
Sole Proprietorship (DBA)	<input type="checkbox"/> Fictitious or Assumed Name Certificate (unless first and last name is included in the business name) or proof of filing (filed and stamped by the County Clerk) <input type="checkbox"/> Government-issued identification for all signers Note: Only paperwork for a New York State Sole Proprietor/DBA will be accepted	<input type="checkbox"/> SSN of Owner or Proof of EIN from the IRS ¹
Limited Liability Company (LLC)	<input type="checkbox"/> Articles of Organization (with filing receipt) <input type="checkbox"/> Statement of Domestic Stock Corporation (if listed publicly) <input type="checkbox"/> Government-issued identification for all signers	<input type="checkbox"/> Proof of EIN from the IRS ¹
Corporation or Non-Profit Corporation	<input type="checkbox"/> Articles of Incorporation (filed and stamped by the County Clerk) <input type="checkbox"/> Government-issued identification for all signers	<input type="checkbox"/> Proof of EIN from the IRS ¹
Partnership (General)	<input type="checkbox"/> Filed Affidavit of Partnership (filed and stamped by the County Clerk) <input type="checkbox"/> Government-issued identification for all signers	<input type="checkbox"/> Proof of EIN from the IRS ¹
Partnership (Limited)	<input type="checkbox"/> Filed Affidavit of Limited Partnership (filed and stamped by the County Clerk) <input type="checkbox"/> Government-issued identification for all signers	<input type="checkbox"/> Proof of EIN from the IRS ¹
Association / Club / Organization	<input type="checkbox"/> Meeting minutes, naming elected officers and instruction to open the account <input type="checkbox"/> Government-issued identification for all signers	<input type="checkbox"/> Proof of EIN from the IRS ¹
Campaign Accounts	<input type="checkbox"/> Statement of Organization or similar document filed to form the committee <input type="checkbox"/> Government-issued identification for all signers	<input type="checkbox"/> Proof of EIN from the IRS ¹

¹Acceptable proof of EIN would include one of the following:

- A copy of your EIN Letter from the IRS (State Sales Tax Form is not acceptable)
- A tax return prepared by an accountant showing the EIN
- A W-9 completed and signed by an owner/officer of the company