

# Avadian Credit Union Business Switch Kit. Account Checklist.

## THE PAPERWORK WE NEED TO OPEN YOUR ACCOUNT.

Based on your business type, we require the following forms to open your Business Account, where applicable. Please note all businesses must complete an Avadian Business Account Card as well.

### **Sole Proprietorship:**

- Occupational/Business License
- Authorization Designation Form
- Social Security Number or Tax ID Number

### **General Partnership:**

- Partnership Agreement
- Authorization Designation Form
- Occupational/Business License
- Tax ID Number

### **Limited Partnership (LP):**

- Limited Partnership Agreement
- Certificate of Limited Partnership (Registered and stamped with the State)
- Authorization Designation Form
- Occupational/Business License
- Tax ID Number

### **Limited Liability Partnership (LLP):**

- Limited Liability Partnership Agreement
- Certificate of Limited Partnership (Registered and stamped with the State)
- Partnership Resolutions (if applicable)
- Authorization Designation Form
- Occupational/Business License
- Tax ID Number

### **Corporation:**

- Articles of Incorporation
- Corporate Resolutions
- Authorization Designation Form
- Occupational/Business License
- Tax ID Number

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**Limited Liability Company (LLC):**

- Articles of Organization or Certificate of Formation
- Operating Agreement
- Corporate Resolutions
- Authorization Designation Form
- Occupational/Business License
- Tax ID Number

**Professional Corporation (P.C.)**

- Articles of Organization
- Corporate Resolutions
- Authorization Designation Form
- Occupational/Business License
- Tax ID Number

**Non-profit or Tax-exempt:**

- Articles of Incorporation
- Certificate of Tax Exemption (optional)
- Corporate Resolutions (if applicable)
- Authorization Designation Form
- Occupational/Business License
- Tax ID Number

**Unincorporated Associations:**

- Organizing Documents
- Authorization Designation Form
- Occupational/Business License
- Tax ID Number

**Club or Recreational:**

- Organizing Documents
- Authorization Designation Form
- Tax ID Number (if applicable)