

**Identification is required for ALL signers (Address, phone number, SSN, Date of Birth, valid form of identification)**

**-Also, include required identification information on Controlling Person if they are not a signer on the account**

**Additional documents may be required if discrepancies arise once validated against government records**

<p><b><u>Sole Proprietorship</u></b></p> <ul style="list-style-type: none"> <li>• Owner's Social Security Number</li> <li>• Active Registration with the State <ul style="list-style-type: none"> <li>▪ Registration of DBA/Tradenname (if applicable)</li> </ul> </li> <li>• Own, operate and/or service an ATM*</li> </ul>	<p><b><u>Partnership</u></b></p> <ul style="list-style-type: none"> <li>• Tax ID Number</li> <li>• Active Registration with the State <ul style="list-style-type: none"> <li>▪ Must list at least one Partner</li> <li>▪ Registration of DBA/Tradenname (if applicable)</li> </ul> </li> <li>• Certificate or Active Registration of Limited Partnership from the Secretary of State (Not required for General Partnerships) <ul style="list-style-type: none"> <li>▪ Must list at least one Partner</li> </ul> </li> <li>• Partnership Agreement General Partnership (only): Will accept written statement signed by All partners indicating that no written partnership agreement exists</li> <li>• Beneficial Owner Information**</li> <li>• Own, operate and/or service an ATM*</li> </ul>
<p><b><u>Joint Venture</u></b></p> <ul style="list-style-type: none"> <li>• Tax ID Number for Joint Venture</li> <li>• Tax ID Number for ALL parties</li> <li>• Active Registration with the State for all parties <ul style="list-style-type: none"> <li>▪ Each must list at least one Governing person</li> <li>▪ Registration of DBA/Tradenname (if applicable)</li> <li>▪ Must be active/not expired</li> </ul> </li> <li>• By-Laws or Operating Agreement for ALL parties</li> <li>• Certificate or Active Registration of Joint Venture from the Secretary of State <ul style="list-style-type: none"> <li>▪ Must list at least one Governing person</li> </ul> </li> <li>• Joint Venture Agreement <ul style="list-style-type: none"> <li>▪ Must be active, not expired</li> </ul> </li> <li>• Beneficial Owner Information**</li> </ul>	<p><b><u>Limited Liability Company (LLC) or Partnership (LLP)</u></b></p> <ul style="list-style-type: none"> <li>• Tax ID Number</li> <li>• Active Registration with the State <ul style="list-style-type: none"> <li>▪ Must list at least one LLC Member/LLP Partner</li> <li>▪ Registration of DBA/Tradenname (if applicable)</li> </ul> </li> <li>• Certificate or Active Formation as filed with the Secretary of State <ul style="list-style-type: none"> <li>▪ Must list at least one LLC/LLP Member/Manager/Partner</li> </ul> </li> <li>• Operating Agreement naming the managing members for banking purposes, including percentage of ownership</li> <li>• Single Member LLC (only): A written declaration that no operating agreement exists is acceptable</li> <li>• Beneficial Owner Information**</li> <li>• Own, operate and/or service an ATM*</li> </ul>
<p><b><u>Corporation/Incorporated Non-Profit</u></b></p> <ul style="list-style-type: none"> <li>• Tax ID Number</li> <li>• Active Registration with the State <ul style="list-style-type: none"> <li>▪ Must list at least one Officer</li> <li>▪ Registration of DBA/Tradenname (if applicable)</li> </ul> </li> <li>• Certificate or Active Registration with Secretary of State <ul style="list-style-type: none"> <li>▪ Must list at least one Officer</li> </ul> </li> <li>• Signed By-Laws</li> <li>• Corporate Resolution/Meeting Minutes <ul style="list-style-type: none"> <li>▪ Must include who will be an authorized signatory on the account</li> <li>▪ Should be signed by the Secretary of the Board</li> </ul> </li> <li>• Beneficial Owner Information (Corp only)**</li> <li>• Own, operate and/or service an ATM*</li> </ul>	<p><b><u>Unincorporated Organization/Association</u></b></p> <ul style="list-style-type: none"> <li>• Tax ID Number</li> <li>• Signed Resolution, Meeting Minutes, Charter, or By-Laws <ul style="list-style-type: none"> <li>▪ Authorizing the account opening</li> <li>▪ Naming Officers or Representatives who will be authorized signatory(s) on the account</li> <li>▪ Should be signed by the Secretary of the association or organization</li> <li>▪ 4-H Chartered Clubs may have a certificate from an Extension office (ex: WSU) with the club's name</li> </ul> </li> </ul>

<p><b><u>Athletic CLUB Account</u></b></p> <p>The CLUB is the main or wider organization for which individual teams derive their support. Usually, a Club will support more than one team.</p> <ul style="list-style-type: none"> <li>• Tax ID number</li> <li>• Active registration with the State – if applicable <ul style="list-style-type: none"> <li>▪ Must list at least one Governing Person</li> </ul> </li> <li>• Certificate or Active Registration as filed with the Secretary of State <ul style="list-style-type: none"> <li>▪ Must list at least one Governing Person</li> </ul> </li> <li>• Signed By-Laws</li> <li>• Resolution or Meeting Minutes <ul style="list-style-type: none"> <li>▪ Authorizing the account opening</li> <li>▪ Must include who will be an authorized signatory on the account</li> <li>▪ Should be signed by the Secretary of the Board</li> </ul> </li> </ul>	<p><b><u>Athletic TEAM Account</u></b></p> <p>Athletic TEAM is a group of people who take to the playing court, field, track, etc. to play their sport. Multiple Teams can play under the Club and typically each team is represented by a different name designation.</p> <ul style="list-style-type: none"> <li>• Tax ID number</li> <li>• Active registration with the State (may be the Club's registration) <ul style="list-style-type: none"> <li>▪ Must list at least on Governing Person</li> <li>▪ Registration of DBA/Tradenname (if applicable)</li> </ul> </li> <li>• Signed By-Laws (may be the Club's By-Laws)</li> <li>• Specialized Team Authorization Designation Form <ul style="list-style-type: none"> <li>▪ Must obtain from HAPO Treasury Services Department</li> <li>▪ Prefilled and signed by Club secretary</li> <li>▪ Must include names of who will be an authorized signatory on the Team account</li> <li>▪ Must be signed by the Club secretary</li> </ul> </li> </ul>
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**Resources:**

Employer Identification Number (EIN) – to request:

Call 1-800-829-4933 or visit <https://www.irs.gov>

Washington Secretary of State (SOS):

Corporations and Charities System <https://ccfs.sos.wa.gov>

Washington Department of Revenue (DOR): Washington State Department of Revenue

Washington State Department of Revenue [https://secure.dor.wa.gov/gteunauth/\\_/](https://secure.dor.wa.gov/gteunauth/_/)

Oregon Secretary of State (SOS):

Business Registry Business Name Search [https://egov.sos.state.or.us/br/pkg\\_web\\_name\\_search\\_inq.login](https://egov.sos.state.or.us/br/pkg_web_name_search_inq.login)

**\* ATM:**

Additional requirements if you own, operate and/or service an ATM

- ATM Settlement Agreement
- If cash is replenished by Armored Car, provide Armored Car agreement

**\*\*Important information about new procedures for opening an account mandated by the USA Patriot Act**

To help the government fight the funding of terrorism and money laundering activities, the USA Patriot ACT, a Federal Law, requires all financial institutions to obtain, verify and record information that identifies each person who opens an account and each Beneficial Owner. At HAPO Community Credit Union, we require all account signers, and non-account signers who own 25% or more of a business, to provide a valid Driver's License and Social Security Number for verification purposes. Beneficial owner information is needed for all owners of a business regardless of signing authority (eff. 3/2018).