

# Business Banking Checklist

The purpose of this checklist is to define the documentation that an individual must have in order to establish a business membership with Patelco Credit Union. This checklist does not guarantee that a membership will be approved. We may, at our discretion, request additional documentation.

BUSINESS ENTITY TYPE	DOCUMENTS REQUIRED
Sole Proprietors	Employer Identification Number (EIN) Number or Social Security Number Signed Membership Application Fictitious Business Name Statement (If applicable)*
General Partnership (GP)	EIN Number Signed Membership Application Fictitious Business Name Statement (If applicable)* Statement of Partnership Operating Agreement (provides authorization to open account & list of authorized signers)
Limited Partnership (LP)	EIN Number Signed Membership Application Fictitious Business Name Statement (If applicable)* Statement of Partnership Certificate of Limited Partnership Operating Agreement (provides authorization to open account & list of authorized signers)
Limited Liability Partnership (LLP)	EIN Number Signed Membership Application Fictitious Business Name Statement (If applicable)* Statement of Partnership Certified Application to Register a Limited Liability Partnership (LLP) Operating Agreement (provides authorization to open account & list of authorized signers; must be signed by all limited partners)
Limited Liability Company (LLC)	EIN Number Signed Membership Application Fictitious Business Name Statement (If applicable)* Article of Organization or Certificate of Formation Operating Agreement (provides authorization to open account & list of authorized signers)
S or C Corporation	EIN Number Signed Membership Application Fictitious Business Name Statement (If applicable)* Articles of Incorporation Corporate Resolution or Board Minutes authorizing the account to be established (completed, signed, and dated by corporate secretary) If non-profit, 501(c)(3) Determination Letter (Proof of the organization's tax-exempt status)
Incorporated Association	EIN Number Signed Membership Application Fictitious Business Name Statement (If applicable)* Articles of Incorporation Corporate Resolution (provides list of authorized signers) If non-profit, 501(c)(3) Determination Letter (Proof of the organization's tax-exempt status)
Unincorporated Association	EIN Number Signed Membership Application If non-profit, 501(c)(3) Determination Letter (Proof of the organization's tax-exempt status) Minutes authorizing account opening and list of authorized signers

In addition to the above-referenced information and documentation, Patelco requires the following information:

- The names, information, and government issued/non-expired identification for every individual that has/is
  - A 25% or more beneficial ownership in the legal entity
  - Managing authority/control of the legal entity
  - A business account manager and/or authorized user

To qualify for a Patelco Business membership, your business must be located within Patelco's footprint.

### Qualifying Counties

- |                |              |                 |              |
|----------------|--------------|-----------------|--------------|
| • Alameda      | • Merced     | • San Francisco | • Solano     |
| • Contra Costa | • Napa       | • San Joaquin   | • Sonoma     |
| • El Dorado    | • Placer     | • San Mateo     | • Stanislaus |
| • Marin        | • Sacramento | • Santa Clara   | • Yolo       |

### Qualifying Cities

- |               |          |                 |              |
|---------------|----------|-----------------|--------------|
| • Bakersfield | • Eureka | • McKinleyville | • Santa Cruz |
|---------------|----------|-----------------|--------------|

### Prohibited Businesses

Businesses that (1) are engaged in any activity that is illegal under state or federal law, (2) present a high degree of risk, or (3) could be detrimental to Patelco's reputation or values. The following is a non-exclusive list:

- Gambling businesses
- Prostitution businesses, whether legal or not
- Adult entertainment businesses
- Firearms and ammunition manufacturing businesses
- Businesses that advocate violence or hate against any group or individual
- Marijuana-related businesses
- Money services businesses or MSBs (e.g., ATM machines, check cashing, vending machines, cash-intensive businesses, etc.)
- Third-party payment processor businesses
- Digital currency businesses
- Pawn shop or pawnbroker businesses
- Anonymous ownership businesses

## Ready to Get Started? Open Your Account Today

Please contact our Virtual Branch™ to open your business account.

How It Works:

- Scan the QR code to reach our Virtual Branch™:
- Schedule an appointment, or meet instantly with a Virtual Branch™ team member.
- Connect from your computer, laptop, or mobile device.



### Hours of Operation

Weekdays 10am–5pm  
Saturday 10am–2pm

\*Fictitious Business Name Statement (FBNS) requirements: Sole Proprietorship – FBNS filed within the last 5 years in the county where the business is located, if applicable. Not required when the owner's surname/last name is used in the business name, such as Adler's Laundry Service or Walker's Print Shop, unless the business name implies other business owners such as Adler & Sons Laundry service or Walker & Associates Print Shop.

GP, LP, LLP, LLC, Corporation, or Incorporated Association – FBNS filed within the last 5 years in the county where the business is located. Only required if the GP, LP, LLP, LLC, Corporation, or Incorporated Association is using a DBA.