# Corporation (C or S)
## New Business Membership Checklist

Thank you for choosing TAPCO Credit Union for your business needs. We want your experience to be easy and seamless. We have provided the following important information to help you get started.

**Individual(s) that need to be present at membership opening:**

- An authorizing representative must be present. This includes President, Vice President, Secretary, Treasurer, or Director
- All account signers

**Information required to open a membership:**

- ☐ Government-Issued Photo I.D. for all signers
- ☐ Business Tax Identification Number (EIN)
- ☐ Minimum Opening Deposit

  $5 Savings *Required for all new memberships*

  $5 Checking

**Business Documentation**

- ☐ Active Business License from Washington Department of Revenue
- ☐ Articles of Incorporation from Washington Secretary of State

**TAPCO Forms***

- ☐ Business Account Application
  - Beneficial Owners Required**
- ☐ Authorization Designation
- ☐ Business Account Questionnaire

****All owners/members with 25% or more of ownership:**

- Legal First and Last Name
- Residential Address
- Percentage of Ownership
- Date of Birth
- Tax Identification Number
- Country of Citizenship
- Government Issued Photo ID
- Business Title

**Completed by TAPCO employee at account opening*

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