501(c)(3) Non-Profit
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

☐ 501(c)(3) Determination Letter from IRS

TAPCO Forms*

☐ Business Account Application
  - Beneficial Owners Not Required

☐ Authorization Designation

☐ Business Account Questionnaire

**Completed by TAPCO employee at account opening*

Rev 2026.11