

Checklist for Opening Business Deposit Accounts

For Denver Community Member Business or Future Member Business

All Businesses

- Business must not be directly or indirectly affiliated to a marijuana business by selling, serving or providing a product related to marijuana.
- Business must not be a Money Service Business.
- All signers must be present at account opening
- SSN, DOB, Title, percentage of Business ownership and address of any officers or owners that are not signing on the account.

Sole Proprietorship

- Statement of Trade Name registered with the Secretary of State
- Tax ID for the sole proprietorship (SSN or EIN if there are any employees)
- Valid Government-issued ID

Limited Liability Company (LLC)

- Articles of Organization registered with the Secretary of State
- Tax ID for LLC (multi-member LLC must have EIN; sole member LLCs may use SSN)
- Certificate of Good Standing with the Secretary of State
- Operating Agreement or Member Control Agreement
- Valid Government-issued ID for all signers

Corporations and Non-Profit Corporations

- Articles of Incorporation registered with the Secretary of State
- Tax ID for corporation (EIN)
- Certificate of Good Standing with the Secretary of State
- Bylaws, Resolution or Minutes of the Non-Profit Corporation listing authority to act on behalf of the organization and the authorized signers for the account
- Valid Government-issued ID for all signers

General Partnership, Limited Partnership and Limited Liability Partnership

- Statement of trade name registered with the Secretary of State (unless first and last name of partners are included in the business name)
- Tax ID for partnership (EIN)
- Certificate of Good Standing with the Secretary of State
- Partnership Agreement or Limited Partnership Agreement
- Valid Government-issued ID for all signers

Unincorporated Organization, Association, or Club

- Board meeting minutes approving the creation of the account at **Denver Community Credit Union** and specifying the authorized signers for the account
- Tax ID for organization (EIN)
- Candidate affidavit registered with the Secretary of State (campaign accounts)
- Candidate Financial Disclosure Statement (campaign accounts and political committees)
- Statement of Political Committee Organization (campaign accounts and political committees)
- Valid Government-issued ID for all signers