

BUSINESS SERVICES ACCOUNT CHECKLIST

Eligibility Requirements:

- Your business must be located within First Florida Credit Union's field of membership.
- All business owners and signers must be individually eligible for membership.
- All accounts with First Florida must be in good standing.
- The business must be listed as "active" on Sunbiz.org.
- All owners must sign to authorize account opening and agree to be on the account.
- Additional signers must also sign the appropriate documentation in order to be placed on the account.
- All owners and signers must have a valid/current form of government-issued ID.

Documentation Needed to Open Your Business Account (based on business type):

- **Sole Proprietorship**
 - Copy of valid/current government-issued ID
 - Fictitious name filing with State of Florida if using a DBA name
 - Proof of Federal Tax ID number (if not using personal Social Security Number)
- **General Partnership (GEN)/Limited Partnership (LP)**
 - Copy of Partnership Agreement
 - Fictitious name filing with State of Florida if using a DBA name
 - Copy of valid/current government-issued ID for each partner
 - Copy of State of Florida Limited Liability filing (for LP only)
 - Proof of Federal Tax ID number
- **Limited Liability Company (LLC)**
 - Copy of Articles of Organization
 - State of Florida LLC registration showing account opener as listed officer(s)
 - Copy of valid/current government-issued ID for all signers
 - Proof of Federal Tax ID number
- **Corporation**
 - Copy of Articles of Incorporation
 - State of Florida Corporation registration showing account opener as listed officer(s)
 - Copy of valid/current government-issued ID for all signers
 - Proof of Federal Tax ID number
- **Non-Profit**
 - Copy of Articles of Incorporation
 - State of Florida Non-Profit registration
 - Minutes authorizing account opening and listing designated signers
 - Copy of valid/current government-issued ID for all signers
 - Proof of 501(c)(3) status
 - Proof of Federal Tax ID number



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Questions? Call Business Services at **(800) 766-4328, ext. 4**
or email business-services@firstflorida.org.