

## **Business Membership Document Checklist**

All business applicants are required to provide identifying information for the owners and all signers on the account. That may include government-issued photo IDs and authorization for a credit check. Applicants should refer to an accountant or attorney for advice on setting up their business entities.

### **Business documentation required by Affinity Plus varies by organization type:**

#### **Sole Proprietorship**

Certificate of Assumed Name (if not operating under true name)  
IRS EIN Letter (if applicable)

#### **Limited Liability Company**

Certificate of Organization  
Articles of Organization  
Operating Agreement (if applicable)  
Certificate of Assumed Name (if DBA another name)  
IRS EIN Letter (Not applicable for single-owner LLCs using SSN instead)

#### **Corporation/Non-Profit Corporation**

Certificate of Incorporation  
Articles of Incorporation  
Certificate of Assumed Name (if DBA another name)  
IRS EIN Letter (for Corporations)  
501C Acceptance Letter (for Non-Profit Corporations)

#### **General Partnership/Limited Partnership/Limited Liability Partnership**

Certificate of Assumed Name  
Partnership Agreement  
Certificate of Limited Partnership (if applicable)  
Statement of Qualification (Limited Liability Partnerships)  
IRS EIN Letter

#### **Unregistered Organization**

Signed Officer Designation Declaration (not applicable if included in Meeting Minutes)  
Meeting Minutes  
IRS EIN Letter  
Mission Statement/Statement of Purpose (if applicable)

affinityplus.org  
(800) 322-7228



**AFFINITY PLUS**  
FEDERAL CREDIT UNION

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