



**Required Documentation for opening a Business Account at Bellco Credit Union  
(Additional documents may be requested)**

| <b>Name</b>     | <b>Acct #</b>   |                 |   |
|-----------------|---|-----------------|---|
| <b>Initials</b> | <b>Sole Prop</b>  | <b>Initials</b> | <b>Limited Liability Company W/2 or more members</b>                          |
|                 | Completed Account Profile   |                 | Completed Account Profile   |
|                 | Transactional Owner for each owner/signer with CBR                            |                 | Transactional Owner for each owner/signer with CBR                            |
|                 | Completed Member Financial Review   |                 | Non-Transactional Owner if applicable   |
|                 | Colorado Trade Name Affidavit   |                 | Completed Member Financial Review   |
|                 | Cert of Tax ID form 575C/147C/Social may be used                              |                 | Articles of Organization  |
|                 | Valid Identification for every owner/signer                                   |                 | Certificate of Good Standing  |
|                 | Account reads member dba business   |                 | Certification of Tax ID form 575C/147C-NO SOCIAL                              |
|                 | ---Example--- John Smith DBA John Smith Tools                                 |                 | Valid Identification for every owner/signer                                   |
|                 | Business license (cart vendors only)  |                 | Completed Application for Bus. Membership and Business Account Signature Card |
|                 | Completed Application for Bus. Membership and Business Account Signature Card |                 |   |
|                 |   |                 |   |
| <b>Initials</b> | <b>General Partnership</b>  | <b>Initials</b> | <b>Corporations (Both C &amp; S)</b>  |
|                 | Completed Account Profile   |                 | Completed Account Profile   |
|                 | Transactional Owner for each owner/signer with CBR                            |                 | Transactional Owner for each owner/signer with CBR                            |
|                 | Non-Transactional Owner if applicable   |                 | Non-Transactional Owner if applicable   |
|                 | Completed Member Financial Review   |                 | Completed Member Financial Review   |
|                 | Colorado Trade Name Affidavit   |                 | Articles of Incorporation   |
|                 | Certificate of Good Standing  |                 | Certificate of Good Standing  |
|                 | Certification of Tax ID form 575C/147C-NO SOCIAL                              |                 | Certification of Tax ID form 575C/147C-NO SOCIAL                              |
|                 | Partnership Agreement (if they have one)                                      |                 | Valid Identification for every owner/signer                                   |
|                 | Valid Identification for every owner/signer                                   |                 | Completed Application for Bus. Membership and Business Account Signature Card |
|                 | Completed Application for Bus. Membership and Business Account Signature Card |                 |   |
|                 |   | <b>Initials</b> | <b>Non-Profit Organizations</b>   |
| <b>Initials</b> | <b>Limited Partnership</b>  |                 | Completed Account Profile   |
|                 | Completed Account Profile   |                 | Transactional Owner for each owner/signer with CBR                            |
|                 | Transactional Owner for each owner/signer with CBR                            |                 | Non-Transactional Owner if applicable   |
|                 | Non-Transactional Owner if applicable   |                 | Completed Member Financial Review   |
|                 | Completed Member Financial Review   |                 | Minutes from board meeting designating signers                                |
|                 | Colorado Trade Name Affidavit   |                 | Certificate of Good Standing  |
|                 | Certificate of Good Standing  |                 | Certification of Tax ID form 575C-NO SOCIAL                                   |
|                 | Certification of Tax ID form 575C/147C-NO SOCIAL                              |                 | Valid Identification for every owner/signer                                   |
|                 | Certificate of Limited Partnership  |                 | Completed Application for Bus. Membership and Business Account Signature Card |
|                 | Valid Identification for every owner/signer                                   |                 |   |
| <b>Initials</b> | <b>Limited Liability Company W/1 Member</b>                                   |                 | Manager Signature   |
|                 | Completed Account Profile   |                 | Branch  |
|                 | Transactional Owner for each owner/signer with CBR                            |                 | Email in DNA  |
|                 | Completed Financial Review  |                 | Date sent to corporate  |
|                 | Articles of Organization  |                 |   |
|                 | Certificate of Good Standing  |                 |   |
|                 | Cert of Tax ID form 575c/147C/Social may be used                              |                 |   |
|                 | Valid Identification for every owner/signer                                   |                 |   |
|                 | Completed Application for Bus. Membership and Business Account Signature Card |                 |   |

Revised 3/2015



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