

New Business Account Checklist

LIMITED LIABILITY COMPANY (LLC)

- Tax Identification Number (IRS letter or verification)
- Social Security Number (for each manager and authorized signer)
- Valid Picture Identification for **All** Signers (driver's license)
- Certificate of Formation or Operating Agreement (certified copy)

SOLE PROPRIETORSHIPS

- Social Security Number (SSN) for Sole Proprietor (owner) is used as the Primary and the (SSN) for any (co-owner) or Tax Identification Number (EIN) for the Business, if applicable
- Valid Picture Identification for **All** Signers (driver's license)
- Business License

PARTNERSHIPS

- Tax Identification Number (IRS letter or verification)
- Social Security Number (for each partner and authorized signer)
- Valid Picture Identification for **All** Signers (driver's license)
- Partnership Agreement & Partnership Certificate Agreement (certified copy)

CORPORATIONS

- Tax Identification Number (IRS letter or verification)
- Social Security Number (for each officer and authorized signer)
- Valid Picture Identification for **All** Signers (driver's license)
- Charter or Articles of Incorporation
- Corporate Resolution

NON PROFIT

- Tax Identification Number (IRS letter or verification)
- Social Security Number (for each officer and authorized signer)
- Valid Picture Identification for **All** Signers (driver's license)
- Non-Profit Status Documentation:
 - IRS Determination Letter or
 - Signed IRS Form 1023 or 501 (c)(3)
- Articles of Incorporation, Declaration of Organization
- Certificate of Existence
- Meeting Minutes

ORGANIZATION OR UNINCORPORATED ASSOCIATION

- Social Security Number or Tax ID # for the Club (IRS letter or verification)
- Social Security Number (for each authorized signer)
- Valid Picture Identification for **All** Signers (driver's license)
- Board of Directors Minutes
- Letter on Letterhead Stating Intent to Open Account (signed by at least one board member)
- Trade Name Registration (required for DBA only)

BUSINESS TRUST

- Tax Identification Number (IRS letter or verification)
- Social Security Number (for each officer and authorized signer)
- Valid Picture Identification for **All** Signers (driver's license)
- Trust Document

When you're ready, email our Business Services Department at BusinessServices@tidemarkfcu.org or call 302-629-0100, ext. 120.



Note: If using a Trade or DBA Name and the above documents do not reflect that name, the applicant must provide a copy of a Fictitious or Assumed Name Certificate. Also known as Trade Name Registration, DBA (Doing Business As) Registration, Fictitious Name Statement, or Statement of Trade Name. Sole Proprietorships can generally add the name to their business license.

Business Checking Accounts

	Basic Checking	Deluxe Checking	Premium Checking
Average Daily Balance	\$500	\$1,000	\$10,000
Monthly Fees (if balance not maintained)	\$5	\$7.50	\$15
Interest Earned	X	X	Earnings credit rate is equal to the dividend rate of prior Saving Club rate
Set-up Fee	\$0	\$0	\$0
Bill Pay	✓	✓	✓
Online Banking	FREE	FREE	FREE
Visa Debit Card	FREE	FREE	FREE
Electronic Statements	FREE	FREE	FREE
Overdraft Protection (from Prime Share)	✓	✓	✓
Free Deposit Items (per month; \$0.10 each after)	25	50	100
Free Paid Checks (per month; \$0.10 each after)	25	50	100
24/7 ATM Access	✓	✓	✓
24/7 ITM Access	✓	✓	✓
Federal Tax Depository Services	FREE	FREE	FREE
Night Depository Services	✓	✓	✓

Helping Your Business Thrive

Tidemark Federal Credit Union recognizes the uniqueness of business owners and provides a comprehensive range of products and services designed to meet the individual needs of each and every company.



tidemarkfcu.org | BusinessServices@tidemarkfcu.org
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