



## **Starting your New Enrichment Business Relationship**

### Business Account Opening Information for Organizations or Associations

Thank you for choosing Enrichment Federal Credit Union for your business needs. We want your new account opening experience with us to be simple and easy. We are providing you the following information to help get you started. We look forward to helping you with all your business needs.

#### **Individuals that need to be present at account opening:**

- Any authorized representative must be present as well and any authorized signer(s) designated to conduct business on the account.

#### **Information required to open account:**

**Personal Identification** – Two forms of ID, one of which must be an unexpired Government issued photo ID for all signers on the account.

**Tax Identification Number** - An Employer Identification Number (EIN) is required.

#### **Business Documentation –**

##### Organizations

- Bylaws – includes basic rules of the organization, such as who is authorized to make decisions and/or conduct business on the organization's behalf.
- Letter of Authorization from parent organization, governing body of church, or official of the school.
- Charter certificate or other document verifying affiliation or sanction by parent organization

##### Associations

- Letter of authorization or meeting minutes stating authorized representative(s)

#### **Additional Information Requested At Account Opening:**

- Business address
- Phone number
- Nature of your business
- Number of employees
- Types of transactions and volumes you expect to process through the new account
- Estimated annual sales
- Where products and services are sold

If you have any questions regarding this information or anything regarding your new account, please contact us. Thank you again for choosing Enrichment Federal Credit Union.

