



**Starting your New Enrichment Business Relationship: LLC**  
Business Account Opening Information for Limited Liability Companies (LLC)

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 with the following information to help get you started. We look forward to helping you with all your business needs.

**Signatures required at account opening:**

- Member Managed LLC: All Members must sign
- Manager Managed LLC: All Managers must sign
- Any authorized representative and/or any authorized signer(s) designated to conduct business on the account
- If one of the Managers or Members of the LLC is another business, an authorizing representative of that business must also sign.

**Information required to open account:**

**Personal Identification** - An unexpired Government issued photo ID for all signers on the account OR two forms of alternate identification if no unexpired government issued photo ID.

**Tax Identification Number** -

- An Employer Identification Number (EIN) is required.
- Single Member LLCs may use their SSN or ITIN.

**Business Documentation**

- Articles of Organization - If your business is organized in another state and operates in the state of Tennessee, documentation from both states is required.

**Additional Documentation May Also Be Required:**

- Operating Agreement: Designating who is authorized to open and/or transact business on behalf of the company
- Meeting Minutes or Company Resolution Document: Designating the individuals authorized to open an account and conduct business on behalf of the company. (Always required if the LLC is owned/managed by a corporation.)
- Assumed Name Certificate: If operating under a name different than the legal entity (Note: Assumed Name Certificates may also be referred to as: Trade Name Certificate, Fictitious Business Name Statement, or DBA.)

### **Information Required for Beneficial Owners:**

Financial institutions are required to obtain a certification from the individual opening the account on behalf of the legal entity, identifying the beneficial owner(s) of the entity.

Beneficial owners are defined as:

- Each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the business.
- An individual with significant responsibility for managing the business such as: an executive officer or senior manager or any other individual who regularly performs similar functions.

Information required to certify the identification of these individuals include:

- Legal name
- Date of birth
- Address
- Identification number (SSN, Passport Number, or similar identification number)
- Percentage of ownership, if any.

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

- Completed Business Account Questionnaire: All questions must be answered. Return the completed questionnaire back with all required account opening documents.

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. All requested information and documentation can be remitted to the contact information listed below.

Branch:

Employee:

Email:

Phone Number: 865-482-0045 ext.

Fax: