



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

### Business Account Opening Information for Partnership

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:**

- All General Partners
- If one of the General Partners is another business, an authorizing representative of that business.
- Any additional authorized signers

#### **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.

#### Business Documentation

- Partnership Agreement or Joint Venture Agreement - Include any amendments that list the current partners in the business.
  - 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:**

- Supplemental Documentation listing the current partners
- If Partnership Agreement or Joint Venture does not list current (one of the following):
  - Letter on Company Letterhead listing current Partners
  - Meeting Minutes
  - Annual Report or Statement of Condition
- Assumed Name Certificate: Required if your business is operating with a DBA (doing business as). 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: