



## **BUSINESS SERVICES**

# **SOLE PROPRIETORSHIP CHECKLIST**

### **BUSINESS DOCUMENTATION**

**The following documentation is required to open a business account for a Sole Proprietorship.**

Monterra Credit Union has the right to require additional documentation based on business status, county requirements, and state requirements.

- Primary business owner's SSN, or if applicable, IRS Employer Identification Number (EIN) Letter**  
**Non-US citizens or Resident Aliens must provide Non-Citizen ID in addition to US Government issued ID**
- Current Fictitious Business Name Statement (if applicable), and current Business License**
  - Required if the owner's surname is not in the name of the business or the business name implies the existence of other owners.
- Current Government Issued Photo ID for each signer**

### **MEMBER REPRESENTATIVE(S)**

The following Member representatives must sign to authorize the opening of the membership or authorize changes of signers:

- One sole proprietor (owner)