

BUSINESS SERVICES ACCOUNT CHECKLIST

Eligibility Requirements:

- Your business must be located within First Florida Credit Union's field of membership.
- All business owners and signers must be individually eligible for membership.
- All accounts with First Florida must be in good standing.
- The business must be listed as "active" on Sunbiz.org.
- All owners must sign to authorize account opening and agree to be on the account.
- Additional signers must also sign the appropriate documentation in order to be placed on the account.
- All owners and signers must have a valid/current form of government-issued ID.

Documentation Needed to Open Your Business Account (based on business type):

• Sole Proprietorship

- Copy of valid/current government-issued ID
- Fictitious name filing with State of Florida if using a DBA name
- Proof of Federal Tax ID number (if not using personal Social Security Number)

• General Partnership (GEN)/Limited Partnership (LP)

- Copy of Partnership Agreement
- Fictitious name filing with State of Florida if using a DBA name
- Copy of valid/current government-issued ID for each partner
- Copy of State of Florida Limited Liability filing (for LP only)
- Proof of Federal Tax ID number

• Limited Liability Company (LLC)

- Copy of Articles of Organization
- State of Florida LLC registration showing account opener as listed officer(s)
- Copy of valid/current government-issued ID for all signers
- Proof of Federal Tax ID number

• Corporation

- Copy of Articles of Incorporation
- State of Florida Corporation registration showing account opener as listed officer(s)
- Copy of valid/current government-issued ID for all signers
- Proof of Federal Tax ID number

• Non-Profit

- Copy of Articles of Incorporation
- Copy of By-Laws
- State of Florida Non-Profit registration
- Minutes authorizing account opening and listing designated signers
- Copy of valid/current government-issued ID for all signers
- Proof of 501(c)(3) status
- Proof of Federal Tax ID number



Questions? Call Business Services at **(800) 766-4328, ext. 4**
or email business-services@firstflorida.org.

FirstFlorida.org