



Opening an Account for your Business, Organization or Association

Requirements for Business Accounts

Sole Proprietorships

- Proof that the business is owned by the person establishing the Sole Proprietorship.
 - This can come in the form of a newspaper ad that lists the Business Owner or other documents such as website filing reports, Facebook pages or business cards that demonstrate a reasonable belief of ownership.
- Name, date of birth, Social Security Number, address, and a copy of Driver's License, State ID, or passport of the Business Owners and all intended Authorized Signers.
- The Business Owner and all intended Authorized Signers must be present at account opening.

Limited Liability Companies (LLCs)

- All Limited Liability Companies must be registered to do business in the State of Maine.
- **Certificate of Formation** showing the members of the LLC.
 - The document you must file with the State of Maine looks like this: [Sample Document](#)
 - If the Certificate of Formation does not show the members of the LLC, then an **LLC Operating Agreement** listing the intended Authorized Signers and all *Business Owners will be required.
- **IRS EIN Certification** showing the Taxpayer Identification Number.
 - This is not required if the LLC is registered as a single-member LLC and an EIN has not been issued by the IRS.
 - If this is not available, then the most recent, signed annual tax filing will be required.
- Name, date of birth, Social Security Number, address, and a copy of Driver's License, State ID, or passport of all intended Authorized Signers, all *Business Owners and one **Control Individual.
- All intended Authorized Signers must be present at account opening.

Corporations (INCs)

- All Corporations must be registered to do business in the State of Maine.
- **Articles of Incorporation** showing the President, Vice President, etc., of the Corporation.
 - The document you must file with the State of Maine looks like this: [Sample Document](#)
- **IRS EIN Certification** showing the Taxpayer Identification Number.
 - If this is not available, then the most recent, signed annual tax filing will be required.
- Name, date of birth, Social Security Number, address, and a copy of Driver's License, State ID, or passport of all intended Authorized Signers, all *Business Owners and one **Control Individual.
- All intended Authorized Signers must be present at account opening.

Partnerships

- All Partnerships must be registered to do business in the State of Maine.
- **IRS EIN Certification** showing the Taxpayer Identification Number.
 - If this is not available, then the most recent, signed annual tax filing will be required.
- Name, date of birth, Social Security Number, address, and a copy of Driver's License, State ID, or passport of all intended Authorized Signers, all *Business Owners and one **Control Individual.
- All intended Authorized Signers must be present at account opening.

Requirements for Organization or Association Accounts

Organizations (including Political Organizations)

- **Organization By-Laws** or **Meeting Minutes** stating all intended Authorized Signers (those who can transact on the account at Atlantic FCU).
- **IRS EIN Certification** showing the Taxpayer Identification Number.
- Name, date of birth, Social Security Number, address, and a copy of Driver's License, State ID, or passport of all intended Authorized Signers.
- All intended Authorized Signers must be present at account opening.

Associations

- **Association By-Laws** or **Meeting Minutes** stating all intended Authorized Signers (those who can transact on the account at Atlantic FCU).
- **IRS EIN Certification** showing the Taxpayer Identification Number.
- Name, date of birth, Social Security Number, address, and a copy of Driver's License, State ID, or passport of all intended Authorized Signers.
- All intended Authorized Signers must be present at account opening.

Girl Scout Troops

- **UNABLE TO OPEN GIRL SCOUT TROOP ACCOUNTS AT THIS TIME.**

Boy Scout Troops

- **IRS EIN Certification** showing the Taxpayer Identification Number for the Troop.
 - If this is not available, then a Sponsor Letter giving the Troop permission to use its Tax Identification Number will be required.
- **Letter from Boy Scouts of America** that identifies all intended Authorized Signers and their affiliation to the Boy Scout Troop.
- Name, date of birth, Social Security Number, address, and a copy of driver's license, State ID, or passport of all Authorized Signers.
- All intended Authorized Signers must be present at account opening.

* **Business Owner:** Those who owns 25% or more equity interest in the business.

** **Control Individual:** One person that has significant responsibility to control the business such as the CEO, a VP or other member of the senior management team that performs similar functions.

- **Corporations, Limited Liability Companies (LLCs) and Partnerships** must be in 'Good Standing' on the State of Maine [Corporate Search](#) site prior to the account opening.