

Name of Business: _____

Please include the following documents for ALL business accounts:

- Business Member Information form
- Copy of government issued photo ID for each business owner and authorized signer
- Copy of the Business Tax Identification Number
- Verification through State (completed by NWFCU Representative)
 - Required for all business types listed below except for Unregistered Organization.

The following forms and documents are needed for the individual types of businesses:

Sole Proprietorship

- County/State Business Registration Certificate (If applicable: This is not required in Virginia but may be in other states. Visit state SCC website for specific requirements)
- Trade Name Registration (for DBA only)
- Business Membership Application & Agreement

Partnership

- Articles of Partnership Agreement (certified copy)
- Trade Name Registration (for DBA only)
- Beneficial Ownership Form
- Business Membership Application & Agreement

Limited Liability Company (LLC)

- Articles of Organization or Operating Agreement (certified copy)
- Trade Name Registration (for DBA only)
- Beneficial Ownership Form
- Business Membership Application & Agreement

Corporation

- Articles of Incorporation (certified copy)
- Trade Name Registration (for DBA only)
- Beneficial Ownership Form
- Business Membership Application & Agreement

Unregistered Organization

- Board of Directors Minutes (if applicable to designate account opening and signatories)
- Trade Name Registration (for DBA only)
- Business Membership Application & Agreement

Registered Organization (Non-Profit Organization)

- Board of Directors Minutes (if applicable to designate account opening and signatories)
- Trade Name Registration (for DBA only)
- Beneficial Ownership Form
- Business Membership Application & Agreement

Homeowners Association

- Board of Directors Minutes (if applicable to designate account opening and signatories)
- Trade Name Registration (for DBA only)
- Beneficial Ownership Form
- Business Membership Application & Agreement

Upon receipt of all required documents the account will be opened within three (3) business days.

Please complete, sign and mail, fax or email all of the required documents.

Fax: 703-925-5113
Email: newaccounts@nwfcu.org
Mailing Address: Northwest Federal Credit
Union Attention: New Accounts
200 Spring Street
Herndon, VA, 20170