

Name of Business: \_\_\_\_\_

**Please include the following documents for ALL business accounts:**

- Business Account Checklist
- Business Account Resolution for Depository Authorization form indicating signers
- 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.

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

**Sole Proprietorship**

- County/State Business Registration Certificate
- 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)
- Organizational Membership Account Application & Account Agreement

**Registered 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

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***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:** 703-925-5117  
**Email:** [businesslending@nwfcu.org](mailto:businesslending@nwfcu.org)  
**Mailing Address:** Northwest Federal Credit Union  
Attention: Business Banking  
200 Spring Street  
Herndon, VA, 20170