Business Account Checklist

**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 (Non-Profit 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**

- [ ] 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:** 703-925-5122  
**Email:** [businesslending@nwfcu.org](mailto:businesslending@nwfcu.org)  
**Mailing Address:**  
Northwest Federal Credit Union  
Attention: New Accounts  
200 Spring Street  
Herndon, VA, 20170

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