



CREDIT UNION OF GEORGIA

Business Services Account Opening Guide

What You Need:

- Two Forms of Identification:
 - Primary Must Include One of the Following:
Social Security Card, Driver's License, State ID, U.S. Passport, Armed Forces ID or Current Permanent Resident Alien Card
 - Secondary Should Include One of the Following:
School Badge or Student ID, Social Security Card, Pay Stub, Health Insurance Card with your name, etc.
- Proof of Residency
- Verification from the [State of Georgia Secretary of State](#) website that the business is Active and Compliant. *Sole Proprietors excluded.*
- Businesses utilizing a Trade Name will need to provide a copy of the Registration of Trade Names, Assumed Name Certificate or Business License showing the DBA.
- Authorized signers being added to an account by the Owners will need to be present and provide their identification.
- \$10 opening deposit for Savings*
- \$25 opening deposit for Checking for Partner in Education members
- \$100 opening deposit for Checking for Entrepreneur & Performance members

A Business Share/Savings Account is required on all account types.

In addition to the required documents on the following page, all Business Members will need to complete the following Credit Union of Georgia Business Services Forms located on www.CUofGA.org or at any branch location:

- Business Account Card
- Authorization Designation
- Authorization for Share/Deposit Accounts and Borrowing
- Fund/Wire Transfer Agreement
- Due Diligence

Business Services

678-486-1111 | BusinessServices@CUofGA.org

Additional Documentation Needed Based on Your Type of Business:

Sole Proprietorship

- Valid Business License
- EIN Assignment Letter *if not using Social Security Number*

Corporation

- Articles of Incorporation
- EIN Assignment Letter
- Bylaws *if available*

Limited Liability Company (LLC)

- Articles of Organization
- Operating Agreement *if available*
- EIN Assignment Letter *if not using Social Security Number*

Partnership

- Articles of Incorporation
- Bylaws *if available*
- EIN Assignment Letter

Profit: Clubs, Associations or Organizations

- Charter, Bylaws or Meeting Minutes stating instruction for account opening
- IRS Tax Exemption Letter
- EIN Assignment Letter
- Articles of Incorporation

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