

SLO Credit Union Documentation Requirements

Ways To Qualify

In order for the Business Entity to qualify for membership, business owners must meet at least one eligibility requirement for membership with the Credit Union: Live, work, worship, attend school or have a business in San Luis Obispo County.

Details you'll need to apply:

- Name and address of business
 - Business tax ID number: Business Employer Identification Number (*EIN*) provided by the IRS
 - Date business was established (*month/year*)
 - Country and state of legal formation (*must be formed in the US*)
 - Country and state of primary business operation (*must be a business operating in the County*)
 - Beneficial Ownership Certification: Personal information and identification for everyone on the application, including those with at least 25% or more ownership and/or the controlling manager of the business. (*Beneficial ownership does not apply to sole proprietorships or unincorporated associations.*)
 - If you need to add authorized signers to the account, they must be present at account opening.
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Sole Proprietorship

If the business name does not include the legal last name of the owner, the following original or certified business documents are required:

- Fictitious Business Name Statement (*FBNS or DBA*)

For example: If the owner's legal name is Jeff Mason, and the business name is Jeff's Jewelry, you will need additional documentation.

Unincorporated Association

The following original or certified business documents are required:

- Meeting Minutes signed by the Secretary or President
 - Fictitious Business Name Statement - May be required if your business is operating with a DBA (doing business as).
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Partnerships

General Partnership

The following original or certified business documents are required:

- Partnership Agreement
- Fictitious Business Name Statement - *May be required if your business is operating with a DBA (doing business as).*

Limited Partnership

The following original or certified business documents are required:

- Partnership Agreement
- Certificate of Limited Partnership (LP-1)
- Fictitious Business Name Statement - *May be required if your business is operating with a DBA (doing business as).*

Limited Liability Partnership

The following original or certified business documents are required:

- Partnership Agreement
 - Certificate of Limited Liability Partnership (LLP-1)
 - Fictitious Business Name Statement - *May be required if your business is operating with a DBA (doing business as).*
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Limited Liability Company

The following original or certified business documents are required:

- Operating Agreement (*Unless the LLC is a single member*)
 - Articles of Organization
 - Statement of Information
 - Fictitious Business Name Statement - *May be required if your business is operating with a DBA (doing business as).*
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Corporation

The following original or certified business documents are required:

- Articles of Incorporation
- Statement of Information
- Fictitious Business Name Statement - *May be required if your business is operating with a DBA (doing business as).*
- Meeting Minutes signed by the Secretary or President (*For Nonprofit Corporations ONLY*)