The following items are required to open a Business Account at Pioneer Federal Credit Union:

**SOLE PROPRIETORSHIP**

- Copy of Certificate of Assumed Business Name from the Idaho Secretary of State
- EIN (if applicable) or Social Security Number

**GENERAL AND LIMITED PARTNERSHIP**

- Copy of Partnership Agreement showing the business name and name of all partners (*this must be signed*)
- Copy of Certificate of Limited Partnership from the Idaho Secretary of State
- Copy of TIN/EIN letter from IRS or most recent tax returns with the Corporation tax ID number

**CORPORATION**

- Copy of Articles of Incorporation from Idaho Secretary of State
- Copy of Corporate Resolution identifying the people authorized to open and transact on the business account(s)
- Copy of TIN/EIN letter from IRS or most recent tax returns with the Corporation tax ID number
- Copy of meeting minutes to identify the officers of the corporation (if applicable)
- Non-profit corporations must also bring a copy of the IRS ruling letter under IRC 501C

**LIMITED LIABILITY COMPANY**

- Copy of Certificate of Organization Limited Liability Company from Idaho Secretary of State
- Copy of the Operating Agreement or Member Control Agreement
- Copy of meeting minutes* or resolution from LLC to identify people authorized to open/transact on business account(s)
- Copy of TIN/EIN letter from IRS or most recent tax returns with the Corporation tax ID number

* A single-owner LLC does not require meeting minutes

**ORGANIZATION, CLUB OR UNINCORPORATED ASSOCIATION**

- Copy of Organization Charter or By-Laws
- Copy of meeting minutes or resolution identifying the people authorized to open and transact on business account(s)
- Letter of Authorization on the organization’s letterhead