

NEW BUSINESS MEMBERSHIP CHECKLIST

MEMBERSHIP ELIGIBILITY

- Your business is physically headquartered in Tucson, AZ, including the City of Tucson or unincorporated Pima County.

- OR -

- Your business is one of the 800+ companies in our Field of Membership.
- Not a member? Contact Hughes at 520-794-8341, ask for a Business Development Representative and find out how your business can join.

BUSINESS/ORGANIZATION/ASSOCIATION DOCUMENTATION REQUIREMENTS FOR OPENING NEW MEMBERSHIPS

Sole Proprietor

- ☐ Complete the Application for Business Membership.
- ☐ Recorded copy of Affidavit of Trade Name Use, OR Fictitious Business Name Statement (as applicable), OR Trade Name Certification (registered trade name through the State of Arizona).
- ☐ Recorded copy of Business/Transaction License (if doing business in Tucson and if required by the city for type of business).
- ☐ ID, credit bureau, ChexSystems reviewed for all signers.
- ☐ \$50.00 deposit in Main Share Savings account.

Club

Unincorporated Association

- ☐ Complete the Application for Business Membership.
- ☐ Letter identifying structure and purpose of club.
- ☐ ID, credit bureau, ChexSystems reviewed for all signers.
- ☐ \$50.00 deposit in Main Share Savings account.
- ☐ Proof of Employer Identification Number (EIN) required for interest-earning accounts.

Unincorporated Organization/Association Profit or Non-Profit

- ☐ Complete the Application for Business Membership.
- ☐ Copies of meeting minutes (documents authority to open accounts/ transact business), OR Letter of Authorization on organization letterhead documenting authority, OR recorded copy of Articles of Association.
- ☐ ID, credit bureau, ChexSystems reviewed for all signers.
- ☐ \$50.00 deposit in Main Share Savings account.
- ☐ Proof of EIN.

General or Limited Partnership

- ☐ Name, date of birth, Social Security number, physical address, and non-expired government-issued photo ID for all Beneficial Owners with at least 25% equity interest in, and/or with a significant responsibility to control of a legal entity.
- ☐ Complete the Application for Business Membership.
- ☐ Complete Certification of Beneficial Owner form.
- ☐ Recorded copy of Partnership Agreement or Certificate of Limited Partnership (documents partners and their authority).
- ☐ Recorded copy of Affidavit of Trade Name Use, OR Fictitious Business Name Statement (as applicable), OR Trade Name Certification (registered trade name through the State of Arizona).
- ☐ Recorded copy of Business License (if doing business in Tucson and if required by the city for type of business).
- ☐ ID, credit bureau, ChexSystems reviewed for all signers.
- ☐ \$50.00 deposit in Main Share Savings account.
- ☐ Proof of EIN.

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Limited Liability Company

- ☐ Name, date of birth, Social Security number, physical address, and non-expired government-issued photo ID for all Beneficial Owners with at least 25% equity interest in, and/or with a significant responsibility to control of a legal entity.
- ☐ Complete the Application for Business Membership.
- ☐ Complete Certification of Beneficial Owner form.
- ☐ Recorded copies of the Articles of Organization AND the Operating Agreement. If the Agreement does not outline transactional authority, the LLC must provide additional documentation (board minutes or other correspondence).
- ☐ ID, credit bureau, ChexSystems reviewed for all signers.
- ☐ \$50.00 deposit to Main Share Savings account.
- ☐ Proof of EIN.

Corporation Profit or Non-Profit

- ☐ Name, date of birth, Social Security number, physical address, and non-expired government-issued photo ID for all Beneficial Owners with at least 25% equity interest in, and/or with a significant responsibility to control of a legal entity.
- ☐ Complete the Application for Business Membership.
- ☐ Complete Certification of Beneficial Owner form.
- ☐ Recorded copies of Articles of Incorporation or Certificate of Incorporation AND Corporate Resolution completed by secretary of corporation, AND copy of meeting minutes on corporate letterhead documenting authority (as applicable).
- ☐ ID, credit bureau, ChexSystems reviewed for all signers.
- ☐ \$50.00 deposit in Main Share Savings account.
- ☐ Proof of EIN.

Other Information

- ☐ Your employees are eligible to apply for any Hughes product or service.
- ☐ Businesses can take advantage of great rates on savings, checking and term share account (CD) services. Hughes does not offer loans and credit cards to businesses at this time.
- ☐ ATM/Visa® Debit cards issued to qualifying sole proprietor only (in name of owner, not the business).
- ☐ Other restrictions may apply.

