

BUSINESS MEMBERSHIP & ACCOUNT OPENING CHECKLIST

Welcome to BECU. Opening an account is easy. Here's what you'll need to get started:

FOR ALL NEW BUSINESS MEMBERSHIPS

- BECU Business Membership Application**
(available online or at any BECU location)
- Business Taxpayer Identification Number**
(EIN or TIN -- issued by the IRS, or SSN)
- Unified Business Identifier (UBI) number**
(Refer to your business license)
- NAICS code**
(Locate your NAICS code on the [census.gov/naics](https://www.census.gov/naics) website, your Federal Tax return, or your Schedule C.)

BASED ON YOUR BUSINESS TYPE

Sole Proprietorship

Business Owners and Authorized Signers provide the following:

- Personal identification**
(current driver's license or state-issued identification card)

Partnership, LLC, or Corporation

Individual opening the membership, Business Owners with 25% or more ownership, and each Authorized Signer provide the following:

- Personal identification**
(current driver's license or state-issued identification card)

Business Taxpayer Identification Number

On behalf of the Business, provide:

- Completed and signed BECU Certification Regarding Beneficial Owners of Legal Entity Members form**
(available online or at any BECU location)

INDIVIDUALS WHO MUST SIGN THE APPLICATION

Sole Proprietorship or LLC opened with an SSN

- Business Owner

LLC with EIN, General Partnership, Limited Partnership, or Corporation (including non-profit)

- All Owners with 25% or more ownership OR
- One Governing Person (as listed on the Washington Secretary of State website) for instances in which no one owns 25% or more

BUSINESSES IN WASHINGTON STATE

When processing your membership, BECU verifies the Business and Business Owners using one of two Washington state websites:

- Sole Proprietorship or General Partnership: Department of Revenue My DOR website
 - Status is open and active
 - Verify Business name and address
 - Sole Proprietor on the application is listed as one of the **Governing** people
- Corporation, LLC, or Limited Partnership: Secretary of State website
 - Status is open and active
 - Verify Business name and address
 - At least one of the individuals requesting to open a membership is listed as **Governor**

For more information, call **800-704-8080** or visit any BECU location.

Account opening and documentation requirements for your business may be different than stated above and may change based on the legal structure of your business. All accounts are subject to approval.