Business Account **CHECKLIST**

ALABAMA TELCO CREDIT UNION

Forms and Documents to Open a Business Account

Based on your business type, we require the following forms to open your Business Account, where applicable. Please note all businesses must complete an Alabama Telco Business Account Card as well.

Sole Proprietorship:

- ❏ Occupational/Business License
- ❏ Authorization Designation Form
- ❏ Social Security Number or Tax ID Number

General Partnership:

- ❏ Partnership Agreement
- ❏ Authorization Designation Form
- ❏ Occupational/Business License
- ❏ Tax ID Number

Limited Partnership (LP):

- ❏ Limited Partnership Agreement
- ❏ Certificate of Limited Partnership (Registered and stamped with the State)
- ❏ Authorization Designation Form
- ❏ Occupational/Business License
- ❏ Tax ID Number

Limited Liability Partnership (LLP):

- ❏ Limited Liability Partnership Agreement
- ❏ Certificate of Limited Partnership (Registered and stamped with the State)
- ❏ Partnership Resolutions (if applicable)
- ❏ Authorization Designation Form
- ❏ Occupational/Business License
- ❏ Tax ID Number

Corporation:

- ❏ Articles of Incorporation
- ❏ Corporate Resolutions
- ❏ Authorization Designation Form
- ❏ Occupational/Business License
- ❏ Tax ID Number

Limited Liability Company (LLC):

- ❏ Articles of Organization or Certificate of Formation
- ❏ Operating Agreement
- ❏ Corporate Resolutions
- ❏ Authorization Designation Form
- ❏ Occupational/Business License
- ❏ Tax ID Number

Professional Corporation (P.C.)

- ❏ Articles of Organization
- ❏ Corporate Resolutions
- ❏ Authorization Designation Form
- ❏ Occupational/Business License
- ❏ Tax ID Number

Non-profit or Tax-exempt:

- ❏ Articles of Incorporation
- ❏ Certificate of Tax Exemption (optional)
- ❏ Corporate Resolutions (if applicable)
- ❏ Authorization Designation Form
- ❏ Occupational/Business License
- ❏ Tax ID Number

Unincorporated Associations:

- ❏ Organizing Documents
- ❏ Authorization Designation Form
- ❏ Occupational/Business License
- ❏ Tax ID Number

Club or Recreational:

- ❏ Organizing Documents
- ❏ Authorization Designation Form