



CORPORATION ACCOUNT CHECKLIST

Membership with the Credit Union is open to a corporation if it is located within our designated community boundaries or the corporation maintains a facility within our designated community boundaries.

Minimum Opening Balance: \$100.00

Please visit any Credit Union branch office to open the account.

Documentation Required. Please provide original, un-expired documents as applicable:

- Federal Tax ID Number for the corporation (copy of Internal Revenue Service Letter with assigned TIN or EIN)
- Valid un-expired, government-issued identification with photo for each officer, authorized person(s), authorized signer(s), and beneficial owner(s)¹ who will be on the account
- Valid SSN or TIN for each officer(s), authorized person(s), authorized signer(s) and beneficial owner(s)²
- Articles of Incorporation
- Corporation must be registered with the State of Hawaii Department of Commerce and Consumer Affairs in good standing³
- If a trade name is being used on the account, the trade name must be registered with the State of Hawaii Department of Commerce and Consumer Affairs
- Current Corporate Minutes or Bylaws naming officer(s) and authorized person(s) and/or signer(s)
- Each Authorized Person/Signer on the account will need to provide their identification. Please use the Reference Sheet as a tool to assist you with this.

¹ Photocopies of valid, un-expired, government-issued identification are acceptable for beneficial owners ONLY. ² ID and SSN/TIN will only be collected for the beneficial owners who have a 25% or more ownership/interest in the entity. ³ The State of Hawaii Department of Commerce and Consumer Affairs registration must list the current officers/members as reflected in the business minutes or bylaws.