



## GENERAL PARTNERSHIP AND LIMITED LIABILITY PARTNERSHIP (LLP) CHECKLIST

Membership with the Credit Union is open to General Partnerships and Limited Liability Partnerships (LLP) if all partners are within the field of membership, the partnership is located within our designated community boundaries, or the partnership 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 General Partnership or LLP (copy of Internal Revenue Service Letter with assigned TIN or EIN)
- Valid, un-expired, government-issued identification with photo of each officer, authorized person(s), authorized signer(s), and beneficial owner(s)<sup>1</sup> who will be on the account
- Valid SSN or TIN for each officer(s), authorized person(s), authorized signer(s), and beneficial owner(s)<sup>2</sup>
- Current Partnership Agreement
- Partnership must be registered with the State of Hawaii Department of Commerce and Consumer Affairs in good standing<sup>3</sup>
- Current Copy of Certificate of Limited or General Partnership or copy of Certificate of Limited Liability Partnership
- Each Authorized Person/Signer on the account will need to provide their identification. Please use this Reference Sheet as a tool to assist you with this.

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<sup>1</sup>Photocopies of valid, un-expired, government-issued identification are acceptable for beneficial owners ONLY.

<sup>2</sup>ID and SSN/TIN will only be collected for the beneficial owners who have a 25% or more ownership/interest in the entity.

<sup>3</sup>The State of Hawaii Department of Commerce and Consumer Affairs registration must list the current officers/ members as reflected in the Partnership Agreement.