



What you need to know about your Business Account

Please refer to the Business Membership and Account Agreement for full details on the responsibilities concerning accounts owned by a business or organization account owner and the credit union. This page is to provide you with information specific to and procedures for Members Choice WV FCU Business Accounts.

Authorized Persons

See Business Membership and Account Agreement for definition of Authorized Persons. Authorized Persons are vested with authority to open and close accounts on behalf of the Account Owner, and transact business on such accounts. Authorized Persons must be designated on an Authorization Designation form, and Resolution Document.

Required Documentation

It is the Business Account owner(s) responsibility to provide the credit union with updated required documentation as it becomes available, e.g. when changes are made to authorized signers. See our Business Account Required Documentation handout for a list of required documentation per business type.

Transaction Procedures

In order to most efficiently support and serve our Business Account members, we require the following transaction procedures for Business Accounts:

- Notice be given to the credit union by Monday for availability that Thursday for withdrawals of \$15,000.00 or above and large quantities of individual coin and dollar denominations.
 - Regular, reoccurring withdrawals may be scheduled for convenience.
- A Business Account deposit ticket must be completed for all deposits.
 - Deposits made through the Dropbox should be enclosed in a Dropbox deposit envelope.
- Cash of any amount brought in for deposit must be counted and verified with the member prior to their leaving the credit union.
- All coin for deposit must be rolled.

Please call (304) 346-5242 with any questions you may have concerning your Members Choice WV FCU Business Account. To obtain more information on Business Loans, please visit www.memberschoicewv.com.