



Business Account Required Documentation

The following lists the required documentation needed for a Business Account per business type.

All Business Accounts require:

- Business License - copy
- Articles of Organization
 - Those listed on the Articles of Organization, must match those listed with the Secretary of State's website, www.sos.wv.gov, and must be the same individuals listed on the Authorization Designation.
- Ownership Certification Percentage form (except for Sole Proprietorships)
- Resolution Document
- Authorization Designation form
- Proof of Tax ID/EIN by copy of the TIN certificate or a copy of previous year's tax returns
- Certificate of good standing from the WV Secretary of State

Each Signer is required to provide:

- State-issued ID or Driver's License
 - 2 proofs of address if differs from ID

Sole Proprietorship

- Fictitious Name Statement (if applicable)
- Resolution Document only required if adding signers

Corporation

- Certificate of Incorporation or Articles of Incorporation filed with the Secretary of State - copy
- Trade Name Registration filed with the Secretary of State (if applicable)

Partnership

- Certificate of Partnership - copy
- Partnership Agreement - copy

Limited Liability Company

- Refer to "All Business Accounts" requirement list.

Organization

- Articles of Organization filed with the Secretary of State - copy
- Bylaws - copy
- Resolution Document will be for Board

Associations

- Bylaws - copy
- Resolution Document will be for Board

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.