

Checklist

Commercial Account Opening

To open a Commercial account, visit any branch location and bring the following documents:

- ☐ **Driver's Licenses for all signers**
- ☐ **Minimum \$25 to open a Commercial Savings Account**
- ☐ **Checking deposit based on tier level**
- ☐ **Proof of Eligibility for business**
- ☐ **Proof of Address for all signers**
- ☐ **Business Tax ID Number (EIN) (For all business entities, with the possible exception of Sole Proprietor)**
- ☐ **Current Secretary of State for all business entities except Sole Proprietor**
- ☐ **If you are a Sole Proprietor - EIN IRS document OR Social Security card**
- ☐ **If you are a Limited Liability Corporation - EIN IRS Document, Articles of LLC*, Operating Agreement*- if more than one member**
- ☐ **If you are a Corporation - EIN IRS Document, Articles of Incorporation*, By-Laws***
- ☐ **If you are an Association - EIN IRS Document, By-Laws*, Letter on letterhead, or meeting minutes* listing the approved signers**
- ☐ **If you are a Non-Profit Corporation - EIN IRS Document, Articles of Incorporation*, By-Laws*, 501c from IRS, Signed Minutes* from Board Meeting stating the specifics of the request**

Get started today:

[Start An Application Online](#)

[Give Us A Call At 800.336.6309](#)

[Visit Us In-branch](#)



1501 Wade Hampton Blvd.
Greenville, SC 29601
864.235.6309
www.greenvillefcu.com