



## LIMITED LIABILITY COMPANY (LLC) ACCOUNT CHECKLIST

Membership with the Credit Union is open to a limited liability company (LLC) if all members or managers are within our field of membership, the LLC is located within our designated community boundaries or the LLC maintains a facility within our designated community boundaries.

Membership Fee: 1.00

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 LLC (copy of Internal Revenue Service Letter with assigned TIN or EIN)
- Valid, un-expired, government-issued identification with photo of each officer(s), owner if a Single-Member LLC, authorized person(s), authorized signer(s), and beneficial owner(s)<sup>1</sup>
- Valid SSN or TIN for each authorized person(s), authorized signer(s) and beneficial owner(s)<sup>2</sup>
- Articles of Organization
- LLC must be registered with the State of Hawaii Department of Commerce and Consumer Affairs in good standing<sup>3</sup>
- Current Organization Minutes or operating agreement indicating the officers, authorized person(s) and/or authorized signer(s) of the LLC
- 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.

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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 Organization Minutes or Operating Agreement.