



NON-PROFIT ORGANIZATION ACCOUNT CHECKLIST

Membership with the Credit Union is open to non-profit organizations if it is located within our designated community boundaries or the non-profit organization 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 Organization (copy of Internal Revenue Service Letter with assigned TIN or EIN)
- Valid, un-expired, government-issued identification with photo for each officer(s), authorized person(s), authorized signer(s), and beneficial owner(s)¹ who will be on the account
- Valid SSN or TIN for each officer(s), authorized person(s), authorized signer(s), and beneficial owner(s)²
- Articles of Organization; or
- Current Minutes of local organization and a confirmation letter from the national organization (if applicable)
- Non-Profit Organization must be registered with the State of Hawaii Department of Commerce and Consumer Affairs in good standing³
- 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.

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

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

³ The State of Hawaii Department of Commerce and Consumer Affairs registration must list the current officers/members as reflected in the Organization's Minutes.