



## SOLE PROPRIETORSHIP ACCOUNT CHECKLIST

Membership with the Credit Union is open to a sole proprietorship if the sole proprietor is within the field of membership, the sole proprietorship, itself, is located within our designated community boundaries or the sole proprietor 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 the original, un-expired documents as applicable:

- Federal Tax ID Number (copy of Internal Revenue Service Letter with assigned TIN or EIN if applicable)
- Valid SSN or TIN for the account owner if applicable
- Valid, un-expired, government-issued identification with photo of account owner and authorized signer(s).
- Trade Name/ DBA (if applicable) must be registered by the owner with the State of Hawaii Department of Commerce and Consumer Affairs in good standing.<sup>1</sup>

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<sup>1</sup>The State of Hawaii Department of Commerce and Consumer Affairs registration must list the current owner of the account as the registrant.