



UNINCORPORATED ORGANIZATIONS, ASSOCIATIONS AND CLUB ACCOUNTS CHECKLIST

Membership with the Credit Union is open to unincorporated organizations, associations, and club accounts if it is located within our designated community boundaries. Membership also extends to organizations of such persons¹.

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 organization, association, or club account (copy of Internal Revenue Service Letter with assigned TIN or EIN)
- Valid, un-expired, government-issued identification with photo of each officer(s), authorized person(s) and authorized signer(s) who will be on the account.
- Valid SSN or TIN for each officer(s), authorized person(s) and authorized signer(s)
- Current Organization's minutes indicating the officers of the organization, account owner, authorized person(s) and/or authorized signer(s)
- Trade Name must be registered with the State of Hawaii Department of Commerce and Consumer Affairs and in good standing. The registrant must be the account owner.²
- 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 "Organization of such persons" means an organization composed exclusively of persons who are within a federal credit union's field of membership.

² The State of Hawaii Department of Commerce and Consumer Affairs registration must list the current officers/members as reflected in the Organization's Minutes.