



## 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.

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)<sup>1</sup> who will be on the account
- Valid SSN or TIN for each officer(s), authorized person(s), authorized signer(s), and beneficial owner(s)<sup>2</sup>
- 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 standing<sup>3</sup>
- 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's Minutes.