



NEW BUSINESS MEMBERSHIP CHECKLIST FOR

CORPORATIONS

Thank you for choosing Idaho Central Credit Union for your business needs. We want your experience to be easy and seamless. We have provided the following important information to help you get started. We look forward to working with you.

INDIVIDUAL(S) THAT NEED TO BE PRESENT AT MEMBERSHIP OPENING:

- An authorizing representative must be present. This includes President, Vice President, Secretary, Treasurer, or Director.

FIELD OF MEMBERSHIP REQUIREMENTS:

- In order for your business to qualify for membership, the business must meet **one** of the following criteria:
 - Filed in Washington and located within a Washington School District **or**
 - Filed with Oregon Secretary of State and located within **one** of the following Oregon counties: Baker, Malheur, Umatilla, Union, or Wallowa **or**
 - Filed with Idaho Secretary of State **and**
 - Has W2 employees in Idaho **or**
 - Provide supplemental documentation and 50% of owners/controllers interest has a personal Share Savings at ICCU

INFORMATION REQUIRED TO OPEN MEMBERSHIP:

- Personal Identification - Must be a Government-Issued I.D.
- Business Tax Identification Number
- Business Documentation - Varies by State, see below
 - For Profit Corporation
 - Idaho: Articles of Incorporation **or** Current Annual Report
 - Washington: Articles of Incorporation and the Initial Filing **or** Current Annual Report
 - Oregon: Articles of Incorporation **or** Current Annual Report
 - Non-Profit Corporation
 - Idaho: Articles of Incorporation **or** Current Annual Report
 - Washington: Articles of Incorporation and the Initial Filing **or** Current Annual Report
 - Oregon: Articles of Incorporation **or** Current Annual Report

- Opening Deposit

SUPPLEMENTAL DOCUMENTATION MAY BE REQUIRED LISTING THE CURRENT DIRECTORS/OFFICERS:

- Corporate Resolution
- Bylaws

ALL OWNERS WITH 25% OR MORE OF OWNERSHIP:

- Legal First and Last Name
- Residential Address
- Percentage of Ownership
- Date of Birth
- Tax Identification Number (SSN or ITIN)
- Country of Citizenship
- Government-Issued ID
- Business Title