



NEW BUSINESS MEMBERSHIP CHECKLIST FOR

LIMITED LIABILITY COMPANIES

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.

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

- At least one member or owner of the LLC

FIELD OF MEMBERSHIP REQUIREMENTS:

- For your business to qualify for membership, it must meet **one** of the following criteria:
 - Filed with the Idaho Secretary of State and operating in Idaho **or**
 - Filed in Washington and located within a Washington School District **or**
 - Filed with the Oregon Secretary of State and located within one of the following Oregon counties: Baker, Malheur, Umatilla, Union, or Wallowa

INFORMATION REQUIRED TO OPEN MEMBERSHIP:

- Personal Identification - Must be a Government-Issued I.D.
- Business Tax Identification Number OR EIN; if applicable
- Business Documentation - Varies by State, see below
 - Limited Liability Company
 - Idaho: Articles/Certificate of Organization **or** Current Annual Report
 - Washington: Certification of Formation and the Initial Filing **or** Current Annual Report
 - Oregon: Articles of Organization or Current Annual Report
 - Professional Limited Liability Company
 - Idaho: Articles of Organization Professional Limited Liability Company **or** Certificate of Organization Professional Limited Liability Company **or** Current Annual Report
 - Washington: Certificate of Formation and the Initial Filing **or** Current Annual Report
 - Oregon: Articles of Organization **or** Current Annual Report
- Opening Deposit

ALL OWNERS/MEMBERS 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