



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 or
 - Filed with the Arizona Secretary of State and located within one of the following Arizona counties: Cochise, Pima, Greenlee, Graham, Santa Cruz, or Yuma or
 - Filed with the Arizona Secretary of State and a member of "Friends of Sabino Canyon" association or wishes to make a \$25 donation to become a member of the "Friends of Sabino Canyon" association

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
 - Arizona: Active Trade Name Registration, Articles of Organization, or Articles of Amendment
 - 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: Certification of Formation and the Initial Filing or Current Annual Report
 - Oregon: Articles of Organization or Current Annual Report

- Arizona: Active Trade Name Registration, Articles of Organization, **or** Articles of Amendment
- 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