



NEW BUSINESS MEMBERSHIP CHECKLIST FOR

MUNICIPALITIES

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:

- An authorizing representative must be present.

FIELD OF MEMBERSHIP REQUIREMENTS:

- For your business to qualify for membership, it must meet **one** of the following criteria:
 - Operating in Idaho **or**
 - Located within a Washington School District **or**
 - 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
- Business Documentation - see below
 - Meeting minutes stating who is authorized to open bank accounts or an Appointment to Office of the Treasurer or a letter from the acting Commissioner **or**
 - Secretary of State Filing (if applicable)
- Opening Deposit