



## NEW BUSINESS MEMBERSHIP CHECKLIST FOR

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### ASSOCIATIONS, CLUBS, OR ORGANIZATIONS

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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. This could include President, Vice President, Secretary, Treasurer, or Director.

#### FIELD OF MEMBERSHIP REQUIREMENTS:

- For your business to qualify for membership, it must meet one of the following criteria:
  - Operating within Idaho or
  - Located within a Washington School District or
  - Located within one of the following Oregon counties: Baker, Malheur, Umatilla, Union, or Wallowa or
  - Located within one of the following Arizona counties: Cochise, Pima, Greenlee, Graham, Santa Cruz, or Yuma or
  - Located within Arizona 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
- Business Documentation - must present one of the following:
  - Meeting minutes stating the business name, list of officers' names, and titles
  - Bylaws
  - Unincorporated Non-profit Association filed with the Idaho Secretary of State and name of titled officer
  - Active Trade Name Registration with the Arizona Secretary of State showing both the Name and the Applicants
- Opening Deposit