



NEW BUSINESS MEMBERSHIP CHECKLIST FOR

SOLE PROPRIETORSHIPS

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.

INDIVIDUALS THAT NEED TO BE PRESENT AT MEMBERSHIP OPENING:

- The owner
- Spouse (Idaho, Washington, and/or Arizona businesses), if applicable

FIELD OF MEMBERSHIP REQUIREMENTS:

- In order 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 with the Business Licensing Service of 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 or
 - Business name contains full legal name of sole proprietor

INFORMATION REQUIRED TO OPEN MEMBERSHIP:

- Personal Identification - Must be a Government-Issued I.D.
- Business Tax Identification Number, if applicable
- Business Documentation - see below
 - Idaho: Certificate of Assumed Business Name
 - Washington: Active Business License
 - Oregon: Application for Registration or Current Renewal of Registration
 - Arizona: Active Trade Name Registration
 - Business name contains full legal name of sole proprietor (no filing required)
- Opening Deposit