



# Checklist for Opening a Business Account

Refer to these guidelines to make the process of opening your business account as easy as possible.

**Please keep in mind the following requirements:**

- Your business must be headquartered in one of the 39 eligible counties\* that Suncoast serves. You may need to travel to a Suncoast branch to complete your application in-person and perform ongoing account maintenance as needed.
- Financial institutions are required to identify all individuals who own 25% or more of the equity interest of a business, directly or indirectly. If this applies to your business, please provide a copy of the driver's license of all owners that own 25% or more of the equity, as well as their percentage of ownership. This is required even if the other owners will have no account access.
- All business account users are required to have a minimum credit score of 560.

**Here are some specific requirements and things you will need to provide based on your business type:**

**SOLE PROPRIETORSHIP WITHOUT A FICTITIOUS NAME**

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- Driver's license for sole owner and additional authorized signers
- One of the following:
  - Business tax receipt (also known as occupational license)
  - License issued by Florida Department of Health
  - License issued by Florida Department of Business and Regulation
  - License issued by Florida Bar Association
- Your Employer Identification Number (EIN) or Social Security Number (SSN)

**SOLE PROPRIETORSHIP WITH A FICTITIOUS NAME**

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- Driver's license for sole owner and any additional authorized signers
- Active fictitious name filing with Sunbiz that includes your current business mailing address
- Your Employer Identification Number (EIN) or Social Security Number (SSN)

**PARTNERSHIP**

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- Driver's license for all partners, authorized signers and beneficial owners
- Active Sunbiz registration that includes your current business mailing address and physical address
- Your Employer Identification Number (EIN) or Social Security Number (SSN)

## Here are some specific requirements and things you will need to provide based on your business type:

### LIMITED LIABILITY COMPANY

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- When multiple officers are listed on Sunbiz, at least two officers are required to be on the account
- Driver's license for all officers, authorized signers and beneficial owners
- Active Sunbiz registration that includes your current business mailing address and physical address
- Your Employer Identification Number (EIN) or Social Security Number (SSN)

### CORPORATION

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- When multiple officers are listed on Sunbiz, at least two officers are required to be on the account
- Driver's license for all officers, authorized signers and beneficial owners
- Active Sunbiz registration that includes your current business mailing address and physical address
- Your Employer Identification Number (EIN)

### SCHOOL BASED ASSOCIATIONS

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- At least two appointed officers are required to be on the account.
- Driver's license for all officers and authorized signers
- Most recent meeting minutes listing the officers
- Your Employer Identification Number (EIN)

\*Suncoast Credit Union currently operates in the following 39 Florida counties: Alachua, Brevard, Broward, Charlotte, Citrus, Clay, Collier, DeSoto, Dixie, Duval, Gilchrist, Glades, Hardee, Hendry, Hernando, Highlands, Hillsborough, Indian River, Lake, Lee, Leon, Levy, Manatee, Marion, Martin, Miami-Dade, Monroe, Orange, Osceola, Palm Beach, Pasco, Pinellas, Polk, Sarasota, Seminole, St. Johns, St. Lucie, Sumter and Volusia.