



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, additional information will be requested, even if the 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

- 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

- 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

- 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

- 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

- 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

- 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.