



Required Documentation for ALL business types:

- Application for Membership - Business Member
- Business Account Signature Card (only one card required)
- Business Overdraft Agreement
- Business Check Card Application
- Business Account Questionnaire
- Resolution of Authority
- W-9 disclosing taxpayer ID number
- Notary Attachment Certificate (if business owners and authorized signers are not present to sign at time of account opening)

Required Documentation Legal Structure of Business

Sole Proprietor

- Filed Fictitious Business Name Statement with the State of Florida (SunBiz) **OR** Business Tax Receipt **OR** Occupational License (photocopy acceptable)
- Owner's social security number
- Copy of unexpired government photo identification for business owner and authorized signer(s)
- Sole Proprietor must be a member or eligible for credit union membership **OR** the business has been approved as a Select Employee Group
- Authorized persons (signers) do not need to be members or eligible for credit union membership

Corporation Partnership

Limited Liability Company (LLC)

- Active business filing with the State of Florida (SunBiz)
- Employer Identification Number (EIN) issued by the IRS
- Copy of unexpired government photo identification for each business owner and authorized signer(s)
- Not all businesses are required to have a secretary, however, if one exists they must sign the **Resolution of Authority** under the Business Owner section. The secretary is not required to be an authorized signer
- All business owners must be a member or eligible for credit union membership **OR** the business has been approved as a SEG
- Authorized persons (signers) do not need to be a member or eligible for credit union membership unless they are also a business owner

FIS Merchant Solutions



No matter what type of business you run - retail, restaurant, service, healthcare, internet or mail order/telephone order, you've got to meet today's business environment payment processing standards without sacrificing bottom line performance. You need a processing partner who not only understands that challenge but more importantly, can meet it.

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