

# BUSINESS MEMBERSHIP & ACCOUNT OPENING CHECKLIST

Welcome to BECU. Opening an account is easy. Here's what you'll need to get started:

## FOR ALL NEW BUSINESS MEMBERSHIPS

- BECU Business Membership Application**  
*(available online or at any BECU location)*
- Business Taxpayer Identification Number**  
*(EIN, ITIN, or SSN)*
- Unified Business Identifier (UBI) number**  
*(Refer to your business license)*
- NAICS code**  
*(Locate your NAICS code on the census.gov/eos/www/naics website, your Federal Tax return, or your Schedule C.)*

## BASED ON YOUR BUSINESS TYPE

### Sole Proprietorship

**Business Owners and Authorized Signers provide the following:**

- Personal identification**  
*(current driver's license or state-issued identification card)*
- Business Taxpayer Identification Number**

### Partnership, LLC, or Corporation

**Individual opening the membership, business owners with 25% or more ownership, and each Authorized Signer provide the following:**

- Personal identification**  
*(current driver's license or state-issued identification card)*
- Business Taxpayer Identification Number**

On behalf of the business, provide:

- Completed and signed BECU Certification Regarding Beneficial Owners of Legal Entity Members form**  
*(available online or at any BECU location)*

## INDIVIDUALS WHO MUST SIGN THE APPLICATION

### Sole Proprietorship or LLC opened with an SSN

- Business owner

### LLC with EIN, General Partnership, Limited Partnership, or Corporation (including non-profit)

- All owners with 25% or more ownership OR
- One governing person (as listed on the Washington Secretary of State website) for instances in which no one owns 25% or more

## BUSINESSES IN WASHINGTON STATE

When processing your membership, BECU verifies the business and Business Owners using one of two Washington State websites:

- Sole Proprietorship or General Partnership: Department of Revenue My DOR website
- Corporation, LLC, or Limited Partnership: Secretary of State website

For more information call **800.233.2328** or visit any BECU location.

Account opening and documentation requirements for your business may be different than stated above and may change based on the legal structure of your business. All accounts are subject to approval.