

Business Account Application Checklist

Expedite the opening of your business membership account by gathering your information ahead of time. Here is a list of supporting documents you may need to provide along with your completed A+FCU business account application. Additional documents may be requested later in the process.

Supporting Business Documentation

Owners and Authorized Signers

- Each individual with ownership interest of 25% or more and each authorized signer will need to provide their name, address, social security number, birthdate, and valid form of identification.

Sole Proprietorship

- DBA/ANC (if applicable) – recorded in county records
- EIN certificate from IRS or SSN

Associations

- EIN certificate from IRS or SSN
- Minutes from association meeting (identifying officers authorized to sign on account)
- Girl Scout accounts: must complete Troop Bank Account Request form from Girl Scouts of Texas and provide the Board Resolution from the Council of the Girl Scouts of Texas

General Partnership (GP)

- DBA/ANC (if applicable) – recorded in county records
- EIN certificate from IRS
- Signed copy of Partnership Agreement (identifies partners and their authority)
- Registration with Secretary of State (if applicable)

Limited Partnership (LP)

- DBA/ANC (if applicable) – recorded in county records
- EIN certificate from IRS
- Signed copy of Limited Partnership Agreement and all amendments (identifies partners and their authority)
- Certificate of Limited Partnership or Certificate of Formation filed with Secretary of State

Helpful Tips

- Questions? Contact the Business Lending department directly at 512.302.6889
- Double check signatures to make sure all necessary documents have been signed
- Make sure ALL pages are included for each document

Submit all documents securely at files.aplusfcu.org/filedrop/BusinessAccount

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Limited Liability Partnership (LLP)

- DBA/ANC (if applicable) – recorded in county records
- EIN certificate from IRS
- Signed copy of Partnership Agreement (identifies partners and their authority)
- Registration filing of LLP from Secretary of State as a LP or GP
- Requires annual registration with Secretary of State

Limited Liability Company (LLC)

- DBA/ANC (if applicable) – recorded in county records
- EIN certificate from IRS or SSN if sole member
- Certificate of Formation filed with Secretary of State
- Company Agreement or Regulations (identifies how the business is managed, who the managers or members are, and how they conduct business)

Corporation

- DBA/ANC (if applicable)
- EIN certificate from IRS
- Certificate of Incorporation or Certificate of Formation and all amendments filed with Secretary of State (should list shareholders)
- Bylaws and amendments (identifies how business is governed and how business is conducted)
- Corporate Resolution or Corporate Minutes (identifies officers and who has authority to sign)
- Certificate of Good Standing (issued by State Comptroller to verify franchise taxes are paid annually)

