



Business Services Deposit Account Checklist

Keesler Federal is here to help your business grow and thrive with value-driven savings, checking, credit card and lending solutions designed to meet your unique needs.

Please review the following list of requirements* to open a deposit account by business type. For assistance, visit a branch near you or call 1-888-533-7537.

Association

- Proof of Tax ID Number (Business entity must apply for this through the IRS before requesting to open an account)
- Copy of Charter, Bylaws, **or** Articles of Organization
- Minutes from most recent meeting to identify officers, title and nature of Organization signed by standing officer(s) or secretary. (Case by case)
- Reference this document to confirm responsible individuals that have authority to open deposit accounts for this business.
 - Specific Letter of Request **if** minutes do not state account to be opened at Keesler Federal Credit Union from the Association listing who is to be on the account and privileges.

Non-profit Corporation

- Proof of Tax ID Number
- Secretary of State Website – Certificate of Good Standing
- Corporate Resolution or Minutes from Corporate Meeting (must be signed by Corp Secretary or next in line/ other officer) prefer two signatures
- Reference this document to confirm responsible individuals that have authority to open deposit accounts for this business.
 - Specific Letter of Request if minutes do not state account to be opened at Keesler Federal Credit Union from the Association listing who is to be on the account and privileges.

Important: Non-profit corporations are to be opened as corporations with no beneficial owners.

Corporation or S Corporation

- Proof of Tax ID Number
- Secretary of State Website – Certificate of Good Standing
- Corporate Resolution or Minutes from Corporate Meeting (must be signed by Corp Secretary or next in line/ other officer) prefer two signatures
- Reference this document to confirm responsible individuals that have authority to open deposit accounts for this business.
 - Specific Letter of Request if minutes do not state account to be opened at Keesler Federal Credit Union from the Association listing who is to be on the account and privileges.

Sole Proprietor

- Proof of Tax ID Number (if not using own SSN)
- Business License (Privilege tax license)

LLC

- Proof of Tax ID Number
- Secretary of State Website – Certificate of Good Standing
- LLC Operating Agreement

Partnership

- Proof of Tax ID Number
- Secretary of State Website – Certificate of Good Standing
- Copy of Partnership Agreement

NOTE: Keesler Federal reserves the right to decline an application for a new account based on a risk determination.

***Handwritten legal documents will not be accepted.**

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