

## OPENING REQUIREMENTS



There is certain documentation required to open a new business/organization account with General Electric Credit Union (GECU) depending on the structure of the entity.

### GECU requires the following for all entity types:

- Entity itself must operate in some capacity or be located in GECU's field of membership
- Name, mailing and physical address, phone number, and tax identification number of entity
- Name, mailing and physical address, phone number, social security number, email address, and valid government issued identification for all authorized signers (physical address must match the address on the identification)
- Beneficial ownership documentation (if applicable)
- Documentation according to the type of entity being opened to verify business existence and individuals involved with the entity

The following documentation will be required for each different business entity to verify existence and individuals involved with the entity:

### Sole Proprietorship

- One of the following to document the relationship between individual and business name:
  - Fictitious Name Registration - DBA - (Secretary of State)
  - Official and valid governmental documentation (e.g., Business license, tax returns, etc.)
- Beneficial ownership is not applicable

### Corporation - For Profit or Not for Profit:

- Active Status Verification - (Secretary of State)
- Fictitious Name Registration - DBA (if applicable) - (Secretary of State)
- Original or amended Articles of Incorporation - (Secretary of State)
- One of the following to document current officers:
  - Operating Agreement
  - Meeting minutes
  - Official and valid governmental documentation



### Limited Liability Company (LLC):

- Active Status Verification - (Secretary of State)
  - Fictitious Name Registration - DBA (if applicable) - (Secretary of State)
  - Original or amended Articles of Incorporation - (Secretary of State)
- One of the following to document current managers or members:
    - Operating Agreement
    - Meeting minutes
    - Official and valid governmental documentation
    - Sole Member LLC letter or Multi-Member LLC letter for those without any of the others above
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### General or Limited Partnership:

- Active Status Verification - (Secretary of State)
  - Fictitious Name Registration - DBA (if applicable) - (Secretary of State)
  - Original or amended Certificate of Partnership - (Secretary of State)
- One of the following to document current partners:
    - Partnership Agreement
    - Meeting minutes
    - Official and valid governmental documentation
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### Group/Organization/Club:

- Active Status Verification (if applicable) - (Secretary of State)
  - Fictitious Name Registration - DBA (if applicable) - (Secretary of State)
  - Original or amended Articles of Incorporation (if applicable) - (Secretary of State)
  - Letter from parent organization giving authority for the use of their tax identification number (if applicable)
- One of the following to document who has authorization to open an account and who will be the authorized signers:
    - Official document from organization
    - Meeting minutes
    - Official and valid governmental documentation
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### Campaign:

- If campaign account in Ohio, then Designation of Treasurer form (30-D) filed with the Board of Elections.
  - If campaign account in Kentucky, then Statement of Spending Intent and Appointment of Campaign Treasurer form (KREF 001) filed with the Secretary of State or County Clerk.
- If campaign account in Indiana, then Candidate's Statement of Organization and Designation of Principal Committee or Exploratory Committee form (CFA-1) filed with the Indiana Election Division.



**General Electric  
Credit Union**

**Contact Business Services to learn more!**

513.588.1699 | 800.542.7093 x1669  
businessservices@gcreditunion.org