Business Banking Account Opening Checklist

Thank you for your interest in opening a business account with ESL Federal Credit Union. Once your business has qualified for ESL membership and you are ready to open an account, you will be required to fill out additional paperwork for ESL. Here is a list of documents, based on your business type, that will be needed in the account opening process. If you have any questions, visit your local branch, call 585.336.1000 or 800.848.2265 or chat with us on ESL Live Chat Banking at esl.org.

<table>
<thead>
<tr>
<th>Business Type</th>
<th>Documents Needed</th>
<th>Tax Identification</th>
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</table>
| Corporation or Non-Profit Corporation              | □ Copy of a valid and current form(s) of identification for each owner, officer and signer (see table below)  
For non-profit corporations filed within a county in New York State:  
□ Articles of Incorporation stamped by the County Clerk  
For corporations filed outside of New York State:  
□ Filed Articles of Incorporation                  | □ Proof of EIN from the IRS¹               |
| FUND Association (or unorganized entity)          | □ Copy of a valid and current form(s) of identification for each owner, officer and signer (see table below)               | □ Proof of EIN from the IRS¹               |
| Limited Liability Company (LLC)                   | □ Copy of a valid and current form(s) of identification for each owner, officer and signer (see table below)  
For out of state filings only:  
□ Filed Articles of Organization (State Filing Receipt must be included) | □ Proof of EIN from the IRS¹               |
| Partnership (General)                             | □ Copy of a valid and current form(s) of identification for each owner, officer and signer (see table below)  
□ Filed Affidavit of Partnership  
(Affidavit needs to show the County Clerk Stamp or Seal) | □ Proof of EIN from the IRS¹               |
| Partnership (Limited)                             | □ Copy of a valid and current form(s) of identification for each owner, officer and signer (see table below)  
For out of state filings only:  
□ Filed Affidavit of Limited Partnership (State Filing Receipt must be included) | □ Proof of EIN from the IRS¹               |
| Sole Proprietorship or Individual Doing Business Under an Assumed Name (DBA) | □ Copy of a valid and current form(s) of identification for each owner, officer and signer (see table below)  
□ Filed Affidavit of Certificate of Individual Doing Business Under an Assumed Name (DBA)  
(Affidavit of DBA needs to show the County Clerk Stamp or Seal.) | □ Social Security Number of Owner or proof of EIN from the IRS¹ |

¹Acceptable proof of EIN (Employer Identification Number) would include one of the following:
- A copy of your EIN Letter from the IRS (State Sales Tax Form is not acceptable)
- A tax return prepared by an accountant showing the EIN
- A W-9 completed and signed by an owner/officer of the company

Forms of Identification:
- Provide one Primary form of ID from List A OR
- Provide one Secondary form of ID from List B AND one Secondary form of ID from List C
- Non-Resident Alien must provide unexpired Passport from Country of Origin, one form of ID from List B or List C and proof of U.S. physical address.

<table>
<thead>
<tr>
<th>List A: Primary form of ID¹</th>
<th>List B: Secondary form of ID</th>
<th>List C: Secondary form of ID²</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Driver’s License</td>
<td>• Work Picture ID (with Employer’s name)</td>
<td>• Credit Card (in your name)</td>
</tr>
<tr>
<td>• Pistol Permit</td>
<td>• School Picture ID (current school year only)</td>
<td>• Social Security Card</td>
</tr>
<tr>
<td>• U.S. Government Issued Picture ID</td>
<td></td>
<td>• Health Insurance Card</td>
</tr>
<tr>
<td>• State Issued Non-Driver’s License ID</td>
<td></td>
<td>• Utility Bill (in your name and dated within the last 2 months)</td>
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<tr>
<td>• U.S. Passport</td>
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<tr>
<td>• Picture Benefits Card</td>
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</tbody>
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²Please call us at 585.336.1000 or 800.848.2265 if the address on your ID is not your current address, is a P.O. Box or an address isn’t listed. Further information will be needed to process your membership request.

ESL is a registered service mark of ESL Federal Credit Union. Membership subject to eligibility.

6/2019