# Business **Services**

for your success.

## Business/Organization Accounts **Opening Requirements**

Thank you for your interest in trusting Park Community Credit Union with your business. Please know that you'll need to meet the requirements below to get started. Once you are prepared to open your account please contact your local branch and schedule an appointment.

## **Business** Requirements

- Qualifying credit score
- Photocopy of 2 qualifying forms of ID (all signers and owners)
- Completed and signed copy of the following documents:
  1. Business/Organization Application
  2. Signature Verification Card
  3. Authorization Designation (upon account opening)
- Verification with Secretary of State

Examples of qualifying forms of ID:

**Primary**
- Driver's License
- State ID Card
- Military ID Card
- US Passport
- Green Card

**Secondary**
- Social Security Card
- Employee ID Card
- Insurance Card
- Current Bank Statement
- Medicare/Medicaid card
- Birth Certificate
- Current Utility Bill
- Voter Registration Card

## Based on your **business type**, you'll also need:

### **Corporation**

- EIN (Employer Identification Number) must be provided as the Tax ID
- Articles of Incorporation (as filed with and stamped by the Secretary of State)
- If business name differs from name on the Articles of Incorporation, an Assumed Name Certificate is required.
- Corporate Resolution (required for businesses with multiple shareholders or multiple officers, as indicated on the Secretary of State)
- Board of Director Meeting Minutes (required if Secretary of State is inaccurate)

### **Organization**/Association

- EIN (Employer Identification Number) must be provided as the Tax ID
- Articles of Incorporation (as filed with and stamped by the Secretary of State)
- If business name differs from name on the Articles of Incorporation, an Assumed Name Certificate is required.
- Corporate Resolution (required for businesses with multiple shareholders or multiple officers, as indicated on the Secretary of State)
- Board of Director Meeting Minutes (required if Secretary of State is inaccurate)

### **Limited** Liability Company

- EIN (Employer Identification Number) or SSN (if sole proprietor) may be provided as the Tax ID
- Articles of Organization (as filed with and stamped by the Secretary of State)
- If business name differs from name on the Articles of Organization, an Assumed Name Certificate is required.
- Operating Agreement (required if business is Multi-Member or Manager-Managed LLC)

### **Partnerships**

- EIN (Employer Identification Number) must be provided as the Tax ID
- Required document depends on type of partnership
  - General: Partnership Agreement required
  - Limited: Certificate of Limited Partnership required
  - Limited Liability: Statement of Registration required
- If business name differs from name on the required document listed above, an Assumed Name Certificate is required.

### **Sole** Proprietor's

- SSN or EIN (Employer Identification Number) may be used as the tax ID
- If business name does not include sole proprietors last name, an Assumed Name Certificate is required


Park Community credit union

Your life. Your money. Your way.

**Louisville, Kentucky**
6101 Fern Valley Rd.
2501 Blankenbaker Pkwy.
515 W. Market St., Suite 100
7521 Dixie Hwy.
2123 Bardstown Rd.
13011 Factory Ln.
3083 Breckenridge Ln.

502.968.3681

**Hillview, Kentucky**
134 Dr. Arla Way
502.957.7600

**Shepherdsville, KY**
415 Adam Shepherd Pkwy.
502.543.1066

**Clarksville, Indiana**
1010 Veterans Pkwy.
812.206.7190

**New Albany, Indiana**
4100 Technology Ave.
502.968.3681

**Lexington, Kentucky**
2217 War Admiral Wy.
800.626.2870

**Mt. Washington, KY**
157 East Brooke Ct.
502.968.3681

**Richmond, Kentucky**
1300 Gibson Bay Dr.
859.623.0838

**Berea, Kentucky**
501 Walnut Meadow Rd.
859.986.0664