



## **Hello and Welcome to Rio Grande Credit Union!**

Thank you for inquiring about our business accounts and services. We hope that RGCU can become the trusted financial partner that you, your business and your network have been searching for.

In order to better serve your business needs we will need to gather documentation from you. This documentation will help us analyze how we can best support your organization and will ensure that we are protecting your account properly. Once you have gathered the documents, please feel free to drop it off at any branch location. Our Business Services Team will review the information and put together a custom proposal for you to review.

Please review the checklist below for the documentation required in order to put a proposal together and to ensure that RGCU is the perfect fit for your business. Additional documentation may be requested, based on business needs, to open an account. For Corporations, LLCs and Partnerships: business status must be listed as "active", "current" or "in good standing" on the Secretary of NM website.

### **If your business is a Corporation, you will need:**

- Federal Employee Identification Number Letter (EIN)
- Certified Articles of Incorporation
- 501(c) letter from the IRS or tax-exempt documentation for Non-Profits
- Resolution for any authorized signers that will need to be added to your account with the following information:
  - Full legal name
  - Title
  - Contact information: email, phone number

We also require of any individual who owns, directly or indirectly, 25% or more of the equity interests in the legal entity; and an individual with significant responsibility for managing the legal entity, the following information:

- Full legal name
- Address
- Date of Birth
- Social Security Number

We will also need your two most recent bank statements for your current business account and your two most recent merchant statements if your business accepts credit card payments.

If you have questions or need additional information, please reach out to our Business Services Team at 505.262.1401 or email us at [BusinessAccounts@riograndecu.org](mailto:BusinessAccounts@riograndecu.org).

Thank you again for choosing Rio Grande Credit Union for your business banking needs. We look forward to partnering with you and your business!

**RGCU Business Services Team**