

BUSINESS ACCOUNT: OPENING DOCUMENTS

THANK YOU FOR YOUR INTEREST IN A SOUTH CAROLINA FEDERAL CREDIT UNION BUSINESS ACCOUNT.

We are thrilled to be part of your business's success. To ensure a smooth account opening process, please reference the following lists for the information and documentation required to open a Business Account.*

All business entities will be required to provide information and documentation for the controlling party and for all owners of the business. A controlling party is an individual with significant responsibility for managing the legal entity.

Information required:

- Full name
- Address
- Date of birth
- Social Security number
- Phone number
- Driver's license number
- Driver's license state
- Percentage of ownership, if applicable
- Primary occupation, if also an owner of the business

If the controlling party is not present at account opening, please provide a copy of their driver's license or other ID card.

If you have any questions, don't hesitate to call 843-797-8300 (**Charleston**) or 800-845-0432 (**Nationwide**).

[scfederal.org](https://www.scfederal.org)



**SOUTH CAROLINA
FEDERAL**
CREDIT UNION®

*If a business is unable to provide the appropriate documents, an account **cannot** be opened.

TYPE OF ENTITY	FORMS OF IDENTIFICATION
Sole Proprietorship	Current picture ID and one of the following: <ul style="list-style-type: none"> • Any valid (not expired) business or similar license/permit issued by local or state authorities/governing body • Previous or current year tax return with Schedule C
LLC (Limited Liability Company)	Current picture ID and one of the following: <ul style="list-style-type: none"> • Certificate or Articles of Organization filed with the Secretary of State's Office • Previous or current year corporate tax return
LLP (Limited Liability Partnership)	Current picture ID and one of the following: <ul style="list-style-type: none"> • Certification of Limited Partnership filed with the Secretary of State's Office • Previous or current year tax return with Schedule K-1
Partnership	Current picture ID and one of the following: <ul style="list-style-type: none"> • Partnership Agreement (signed by all partners) • Previous or current year tax return with Schedule K-1
Corporation	Current picture ID and one of the following: <ul style="list-style-type: none"> • Certificate or Articles of Incorporation filed with the Secretary of State's Office • Previous or current year corporate tax return
Non-profit Corporation	Current picture ID and one of the following: <ul style="list-style-type: none"> • Certificate or Articles of Incorporation filed with the Secretary of State's Office • Previous or current year corporate tax return
Organization or Association	Current picture ID and the following: <ul style="list-style-type: none"> • Current/recent meeting minutes, bylaws, or similar documentation, which lists the names of the organization's officers or authorized representatives