NEW BUSINESS MEMBERSHIP CHECKLIST
FOR

CORPORATIONS

Thank you for choosing Idaho Central Credit Union for your business needs. We want your experience to be easy and seamless. We have provided the following important information to help you get started.

INDIVIDUAL(S) THAT NEED TO BE PRESENT AT MEMBERSHIP OPENING:

- An authorizing representative must be present. This includes Owners, President, Vice President, Secretary, Treasurer, or Director.

FIELD OF MEMBERSHIP REQUIREMENTS:

- For your business to qualify for membership, it must meet **one** of the following criteria:
  - Filed with the Idaho Secretary of State and operating in Idaho **or**
  - Filed in Washington and located within a Washington School District **or**
  - Filed with the Oregon Secretary of State and located within **one** of the following Oregon counties: Baker, Malheur, Umatilla, Union, or Wallowa **or**
  - Filed with the Arizona Corporation Commission and located within **one** of the following Arizona counties: Cochise, Pima, Greenlee, Grahm, Santa Cruz, or Yuma **or**
  - Filed with the Arizona Corporation Commission and a member of "Friends of Sabino Canyon" association or wishes to make a $25 donation to become a member of the "Friends of Sabino Canyon" association

INFORMATION REQUIRED TO OPEN MEMBERSHIP:

- Personal Identification - Must be a Government-Issued I.D.
- Business Tax Identification Number or EIN
- Business Documentation - Varies by State, see below
  - Idaho: Articles of Incorporation **or** Current Annual Report
  - Washington: Articles of Incorporation and the Initial Filing **or** Current Annual Report
  - Oregon: Articles of Incorporation **or** Current Annual Report
  - Arizona: Active Trade Name Registration, Articles of Incorporation, Articles of Amendment, **or** Annual Report
- Opening Deposit

ALL OWNERS WITH 25% OR MORE OF OWNERSHIP:

- Legal First and Last Name
- Residential Address

- Percentage of Ownership
- Date of Birth
- Tax Identification Number (SSN or ITIN)
- Country of Citizenship
- Government-Issued ID
- Business Title