

BUSINESS ACCOUNTS



The business must meet one of the following criteria to qualify for membership:

It is located in Oregon or Washington: Clackamas, Columbia, Hood River, Multnomah, Washington, Yamhill, Clark, or Skamania county; it is an "organization of" persons eligible for membership, which means all of the owners, (not signers), are eligible for membership – all owners must live, work, worship, own a business or go to school in one of the eligible Oregon counties.

Documents Checklist:

In addition to the documents below, we will need 2 pieces of ID from each authorized signer.

LLC

- Certification of Beneficial Owners/Business Profile
- Business Registry Name
- Articles of Organization
- Operating Agreement (May Be Required)

SOLE PROPRIETORSHIP

- Business Profile/Certification of Beneficial Owners form
 - We don't need the beneficial owner page 2 for Sole Proprietors. We do still need the business profile form on the 1st page.
- Need Business Name Registry
- If you do business under your full name with no extra words, it is possible for us to open an account without the business registration.

PARTNERSHIP

- Certification of Beneficial Owners/ Business Profile
- EIN required
- Business registration
- Partnership Agreement

CORPORATION

- Certification of Beneficial Owners/Business Profile
- Business Registration
- Articles or Certificate of Incorporation
- Meeting Minutes Preferred

NON-PROFIT

- Certification of Beneficial Owners/Business Profile
 - Non-profits don't have beneficial owners so you don't need to fill out section C on page 2 where you would list the beneficial owners. You should fill out everything else on the beneficial owner page and the business profile.
- If the Business is Incorporated (DNP type on bus registry)
- Business Registration
- Articles or Certificate of Incorporation
- Meeting Minutes Preferred
 - If the business is unincorporated (ABN on bus registry)
- Business Registration
 - Tax Exempt?
 - YES:** We will need your ruling letter from the IRS under IRC 501c (501c Letter).
 - NO:** Don't need anything else.

UNINCORPORATED ASSOCIATIONS

- Certification of Beneficial Owners/Business Profile
 - We don't need the beneficial owner page 2 for Unincorporated Associations. We do still need the business profile form on the 1st page.
 - EIN or SSN can be used.
 - Organizing documentation
- Articles of Association or Bylaws
 - Need board member minutes stating you have decided to open an account with us.



Contact a Member Advisor at **503.872.9423** for more information!