



NEW BUSINESS MEMBERSHIP CHECKLIST FOR

LIMITED LIABILITY COMPANIES

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. We look forward to working with you.

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

- At least one member or owner of the LLC

FIELD OF MEMBERSHIP REQUIREMENTS:

- In order for your business to qualify for membership, the business must meet **one** of the following criteria:
 - Filed in Washington and located within a Washington School District **or**
 - Filed with Oregon Secretary of State and located within **one** of the following Oregon counties: Baker, Malheur, Umatilla, Union, or Wallowa **or**
 - Filed with Idaho Secretary of State **and**
 - Has W2 employees in Idaho **or**
 - Provide supplemental documentation and 50% of owners/controllers interest has a personal Share Savings at ICCU

INFORMATION REQUIRED TO OPEN MEMBERSHIP:

- Personal Identification - Must be a Government-Issued I.D.
- Business Tax Identification Number, if applicable
- Business Documentation - Varies by State, see below
 - Limited Liability Company
 - Idaho: Articles/Certificate of Organization **or** Current Annual Report
 - Washington: Certification of Formation and the Initial Filing **or** Current Annual Report
 - Oregon: Articles of Organization or Current Annual Report
 - Professional Limited Liability Company
 - Idaho: Articles of Organization Professional Limited Liability Company **or** Certificate of Organization Professional Limited Liability Company **or** Current Annual Report
 - Washington: Certificate of Formation and the Initial Filing **or** Current Annual Report

- Oregon: Articles of Organization or Current Annual Report
- Opening Deposit

SUPPLEMENTAL DOCUMENTATION MAY BE REQUIRED LISTING THE CURRENT MEMBERS:

- Operating Agreement

ALL OWNERS/MEMBERS 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