



NEW BUSINESS MEMBERSHIP CHECKLIST FOR

SOLE PROPRIETORSHIPS

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.

INDIVIDUALS THAT NEED TO BE PRESENT AT MEMBERSHIP OPENING:

- The owner
- Spouse, if applicable

FIELD OF MEMBERSHIP REQUIREMENTS:

- In order for your business to qualify for membership, it must meet **one** of the following criteria:
 - 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 Idaho Secretary of State **and**
 - Has W2 employees in Idaho **or**
 - Business owner has a personal Share Savings at ICCU

*If the business owner's full name is listed in the business name, no filing is required.

INFORMATION REQUIRED TO OPEN MEMBERSHIP:

- Personal Identification - Must be a Government-Issued I.D.
- Business Tax Identification Number, if applicable
- Business Documentation - see below
 - Idaho: Certificate of Assumed Business Name
 - Washington: Active Business License
 - Oregon: Application for Registration or Current Renewal of Registration
 - If the business owner's full name is listed in the business name, no filing is required
- Opening Deposit