

Business Account Checklist

Here at Domino Federal Credit Union, we strive for excellent customer service. We understand that starting a new business or updating your current business can be difficult, with this convenient checklist we hope to make your account opening experience as simple as possible.

All business documents must be reviewed and approved prior to opening an account or making account changes. For this reason, we do recommend that you either drop off or email us the required documents at least two (2) business days in advance of you needing the account opened. Once all documents are received, we will take the steps to get approval and prepare all required credit union documents for you to sign. Signers are not required to come to the credit union at the same time, however the account will not be opened or updated until we have received all required signatures.

Submit Documents by:

- E-mail:
 - Newaccounts@dominofcu.com
- Fax:
 - 903-792-7543
 - 903-838-2689
 - 903-796-0640
- Mail:
 - PO BOX 7509 Texarkana, TX 75505
- In Person:
 - 4702 South Lake Drive Texarkana, TX 75501
 - 4437 Jefferson Ave Texarkana, AR 71854
 - 901 West Main Street Atlanta, TX 75551

Updating Signers on an Existing Account

- Verify that the credit union has all necessary documentation for your business (see additional sections).
- Provide 2 forms of valid ID for all individuals listed as a signer to the account.
- Provide a completed member application form for all individuals being added as a signer to the account.
- Minutes of Resolution of Authority aka Minutes of Meeting.
 - This must clearly state the changes you are asking the credit union to make.
 - *DFCU has a standard Minutes of Meeting Form you can use if you choose.
- Ensure the correct individual has signed the Meeting of Minutes.

Opening a Sole Proprietorship/DBA

- Have all the documents been signed?
 - Have all documents been filed with the county clerk?
 - Provide 2 forms of valid ID for all individuals listed as signers to the account.
 - Provide a completed member application form for all signers on the account.
 - Provide one or more of the following documents →
- Trade Name/Assumed Business Name Registration
 - Certificate of Secretary of State Registration
 - Business License, Vendor License, Contractors' License
 - Business Tax Certification, City Tax Certification
 - EIN/SSN (required)- For EIN visit www.irs.gov

Opening a Limited Liability Company

- Have all the documents been signed?
 - Have all documents been filed with the county clerk?
 - Provide 2 forms of valid ID for all individuals listed as signers to the account.
 - Provide a completed member application form for all signers on the account.
 - Provide all of the following documents →
- Articles of Organization
 - Secretary of State Registration
 - Go to your states Secretary of State website for instructions.
 - TIN/EIN- Visit www.irs.gov
 - Minutes of Resolution of Authority aka Minutes of Meeting.
 - Ensure the correct individual has signed the Meeting of Minutes and that your minutes clearly state that an account is to be opened at DFCU and who the signers will be.
 - *DFCU has a standard Minutes of Meeting form you can use if you choose.

Opening a Corporation

- Have all the documents been signed?
 - Have all documents been filed with the county clerk?
 - Provide 2 forms of valid ID for all individuals listed as signers to the account.
 - Provide a completed member application form for all signers on the account.
 - Provide all of the following documents →
- Articles of Incorporation
 - Secretary of State Registration
 - Go to your states Secretary of State website for instructions.
 - TIN/EIN- Visit www.irs.gov
 - Minutes of Resolution of Authority aka Minutes of Meeting.
 - Ensure the correct individual has signed the Meeting of Minutes and that your minutes clearly state that an account is to be opened at DFCU and who the signers will be.
 - *DFCU has a standard Minutes of Meeting form you can use if you choose

Opening a Non-For-Profit/Organization/Association

- Have all the documents been signed?
- Have all documents been filed with the county clerk?
- Provide 2 forms of valid ID for all individuals listed as signers to the account.
- Provide a completed member application form for all signers on the account.
- Provide all of the following documents →
- Bylaws, Charter, Constitutions, or similar documents outlining the purpose of the organization and specifying which officers are authorized to sign for the organization/association.
- TIN/EIN- Visit www.irs.gov
- Minutes of Resolution of Authority aka Minutes of Meeting.
- Ensure the correct individual has signed the Meeting of Minutes and that your minutes clearly state that an account is to be opened at DFCU and who the signers will be.

*DFCU has a standard Minutes of Meeting form you can use if you choose

Opening a General Partnership

- Have all the documents been signed?
- Have all documents been filed with the county clerk?
- Provide 2 forms of valid ID for all individuals listed as signers to the account.
- Provide a completed member application form for all signers on the account.
- Provide all of the following documents →
- Assumed Name Certificate issued by the Secretary of State
- Written Partnership Agreement
- TIN/EIN- Visit www.irs.gov
- Minutes of Resolution of Authority aka Minutes of Meeting.
- Ensure the correct individual has signed the Meeting of Minutes and that your minutes clearly state that an account is to be opened at DFCU and who the signers will be.

*DFCU has a standard Minutes of Meeting form you can use if you choose

Opening a Limited Partnership

- Have all the documents been signed?
- Have all documents been filed with the county clerk?
- Provide 2 forms of valid ID for all individuals listed as signers to the account.
- Provide a completed member application form for all signers on the account.
- Provide all of the following documents →
- Certificate of Limited Partnership issued by the Secretary of State
- Written Partnership Agreement
- TIN/EIN- Visit www.irs.gov
- Minutes of Resolution of Authority aka Minutes of Meeting.
- Ensure the correct individual has signed the Meeting of Minutes and that your minutes clearly state that an account is to be opened at DFCU and who the signers will be.

*DFCU has a standard Minutes of Meeting form you can use if you choose

Opening an Estate Account

- Have all the documents been signed?
 - Have all documents been filed with the court system?
 - Provide 2 forms of valid ID for all individuals listed as Executor/Executrix/Administrator.
 - Provide a completed member application form for all individuals listed as Executor/Executrix/Administrator.
 - Provide all of the following documents →
- Letter of Administration
 - Estate Letter with TIN/EIN- Visit www.irs.gov