



# General Electric Credit Union Business/Organization Account Opening Requirements

In order to open your new business/organization account(s), there are several documents you may need to provide us. Here are the required documents listed by business type.

## All Business/Organization Accounts:

- Proof of eligibility into General Electric Credit Union (GECU)
- Valid photo ID for all authorized signers
- Name, address, phone number, and Social Security Number (SSN) for all authorized signers
- A completed and signed *GECU Business/Organization Resolution* form - provided by GECU
- Initial \$5 minimum membership deposit; your business' share in the credit union
- All documentation according to the type of business as shown below

## Corporation:

- Proof of Taxpayer Identification Number: Official IRS document with TIN **AND**
- State of Ohio Certificate, Articles of Incorporation (obtained from SOS website) **AND**
- By-Laws, Charters, or Constitutions **AND, one of the following:**
- Meeting Minutes electing officers, K-1 from most recent business tax return, or official document from Company on letterhead similar to meeting minutes

## Sole Proprietorship:

- Proof of Taxpayer Identification Number: Official IRS document with TIN - required if using TIN
- If using SSN, provide one of the following: document that ties owner's name to the business:
  - Trade name certificate
  - Business license
  - Vendor's license
  - Tax certificate
  - Documentation of Ohio Sales Tax
  - Other, official and valid documentation

## Group/Organization/Club:

- Proof of Taxpayer Identification Number: Official IRS document with TIN (if run by single individual and the owner does not have a TIN, the individual is permitted to use their SSN) **AND**
- Committee/Board Minutes authorizing opening of the account and listing all authorized users on the account

\*\*Note: If using a Parent Organization TIN, you are required to provide a letter from the Parent Organization giving authority to use the TIN.

## Limited Liability Company:

- Proof of Taxpayer Identification Number: Official IRS document with TIN (if LLC is owned by single individual and the owner does not have a TIN, the individual is permitted to use their SSN) **AND**
- State of Ohio Certificate, Articles of Organization (obtained from SOS website) **AND, one of the following:**
- Operating Agreement, K-1 from most recent business tax return, or official document listing titles or managing members on company letterhead

## Unincorporated Associations:

- Proof of Taxpayer Identification Number: Official IRS document with TIN verifying not-for-profit status **AND**
- If registered with the State of Ohio: State of Ohio Certificate, Articles of Organization (obtained from SOS website) **AND, one of the following:**
- Committee/Board Minutes authorizing opening of the account and listing all authorized users on the account (At least two persons must sign the document, which must be dated) or official document from Company on letterhead similar to meeting minutes

\*\* Note: If using a Parent Organization TIN, you are required to provide a letter from the Parent Organization giving authority to use the TIN.

## General or Limited Partnership:

- Proof of Taxpayer Identification Number: Official IRS document with TIN **AND**
- If registered with the State of Ohio: State of Ohio Trade Name Certificate or Statement of Partnership (obtained from SOS website) **AND, one of the following:**
- Partnership Agreement, K-1 from most recent business tax return, or official document listing general partners on company letterhead

For questions on our business accounts, please contact your local Branch Manager.



# General Electric Credit Union Business and Organization Application

10485 Reading Road  
Cincinnati, OH 45241  
513.243.4328 | 800.542.7093  
www.gecreditunion.org

**ALL INFORMATION MUST BE COMPLETED TO PROCESS. Important information about procedures for opening a new account:**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

GECU Member #: \_\_\_\_\_  New Member  Existing Member  Revision: \_\_\_\_\_ Date: \_\_\_\_\_

**ACCOUNT(S) TO OPEN:**  **Share/Savings Account** Source of funds: \_\_\_\_\_ Estimated transactions/month: \_\_\_\_\_  
 **Share Draft/Checking Account** Source of funds: \_\_\_\_\_ Estimated transactions/month: \_\_\_\_\_  
 **Money Market Plus Account** Source of funds: \_\_\_\_\_ Estimated transactions/month: \_\_\_\_\_  
 **Share Certificate(s)** Source of funds: \_\_\_\_\_ Estimated transactions/month: \_\_\_\_\_

**Business/Organization Name** (Please print): \_\_\_\_\_ **TIN/FEI/EIN/SSN #:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
(No PO Box - Write "same" or if different from mailing address, please provide) City State Zip

Physical Address: \_\_\_\_\_  
City State Zip

Main Business/Organization Phone #: \_\_\_\_\_ Email Address: \_\_\_\_\_

Nature of Business (i.e Plumbing): \_\_\_\_\_ Business/Organization Website (if applicable): \_\_\_\_\_

Primary Contact (Please print): \_\_\_\_\_ Phone #: \_\_\_\_\_

**WHAT TYPE OF BUSINESS/ORGANIZATION?** (Please check one)

- Corporation  Partnership  Sole Proprietorship  Limited Liability Company (LLC)  Unincorporated Association  Group, Organization, or Club

**ACCOUNT ACCESS OPTIONS:**

**How many Debit/ATM Cards?**  One  Two  Three  Four *Debit/ATM cards will have the business/organization name; 1 card/person; authorized signer name on 2<sup>nd</sup> line optional if specified.*

**Do you want checks?**  Yes, first 25 are free  No *Unless otherwise specified, checks will include business/organization name and mailing address.*

**HOW IS THIS BUSINESS/ORGANIZATION ELIGIBLE FOR MEMBERSHIP?** (Please check one)

County in which organization is located (please specify): \_\_\_\_\_

**PLEASE ANSWER:**

Will international transactions be routine on this account? Yes  No  If yes, approximate number of transactions per month: \_\_\_\_\_

Will this account be used for a money service business? Yes  No

Will this account be used for offshore gambling? Yes  No

The Unlawful Internet Gambling Enforcement Act prohibits any person engaged in the business of betting or wagering (as defined by the act) from knowingly accepting payments in connection with the participation of another person in the unlawful internet gambling. Unlawful internet gambling means to place, receive, or otherwise knowingly transmit a bet or wager by any means which involves the use, at least in part, of the internet where such a bet or wager is unlawful under any applicable Federal or State law in the State or Tribal lands in which the bet or wager initiated, received, or otherwise made. By signing below, I acknowledge that this business/organization does not engage in these activities.

**AUTHORIZED SIGNER INFORMATION** (Please use another application for additional signer information.)

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Address: \_\_\_\_\_  
City State Zip

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Address: \_\_\_\_\_  
City State Zip

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Address: \_\_\_\_\_  
City State Zip

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Personal Address: \_\_\_\_\_  
City State Zip

**Please turn to reverse side to complete application.**

**DISCLOSURES**

**Application for Membership:** I hereby make application for membership in the General Electric Credit Union (Credit Union) and agree to conform to its bylaws and any amendments and to subscribe for at least one share. If requested on this Application, I hereby make application for all of the account(s) and account access options requested on the first page of this Application. By signing below, I/we authorize the Credit Union to periodically obtain our personal credit profile(s) from one or more national credit bureaus. I/we acknowledge receipt of "Know Your Share & Share Draft Accounts," "Know Your Certificate Accounts," and Rate Sheet (collectively, the "Disclosures"). The accounts are subject to all of the terms and conditions in the Disclosures, as amended from time to time. **Authorized Signer Agreement:** Unless otherwise stated in this agreement, the General Electric Credit Union is hereby authorized to recognize any one of the authorized signatories below in the payment of funds or any other transactions of any kind for this account. The authorized signers of this account hereby agree with each other and with the Credit Union that all sums now paid in on shares, or heretofore or hereafter paid in on shares by any or all of said authorized signers to the entity's credit as such authorized signers with all accumulations thereon, are and shall be owned by the entity, with and be subject to the withdrawal or receipt of any of them, and payment to any of them shall be valid and discharge the Credit Union for any liability for such payment. Any or all said authorized signers may pledge all or any part of the shares in this account as collateral security for a loan or loans. The right or authority of the Credit Union under this agreement shall not be changed or terminated by said authorized signers, or any of them, except by written notice to the Credit Union which shall not affect transactions therefore made.

The Federal Equal Credit Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning this creditor is the National Credit Union Administration, 7000 Central Parkway, Suite 1600, Atlanta, GA 30328. The Ohio, Kentucky, and Indiana Laws against discrimination require that all creditors make credit equally available to all credit worthy customers, and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio, Kentucky, and Indiana Civil Rights Commissions administer compliance with this law.

TO SECURE THE PAYMENT OF YOUR ACCOUNT OR ANY LOANS, YOU GRANT US A SECURITY INTEREST IN SHARES AND DEPOSITS HELD BY YOU WITH US, WHETHER HELD BY YOU ALONE OR JOINTLY. IF YOU DEFAULT, WE SHALL HAVE THE RIGHT TO APPLY ANY AND ALL AMOUNTS IN SAID SHARE ACCOUNTS AND DEPOSITS TO THE PAYMENT OF YOUR OBLIGATIONS TO US.

Under penalties of perjury, I certify that: 1. The number shown on this form is the correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien).

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

**ACCOUNT AGREEMENT AND AUTHORIZATION**

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**USA Patriot Act Identity Verification for Signer**

Document Used (i.e. Driver's License): \_\_\_\_\_ Document ID#: \_\_\_\_\_

Place of Issuance: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

Discrepancy Resolution: \_\_\_\_\_

OFAC Date Verified: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

Supervisory Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**USA Patriot Act Identity Verification for 2<sup>nd</sup> Signer**

Document Used (i.e. Driver's License): \_\_\_\_\_ Document ID#: \_\_\_\_\_

Place of Issuance: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

Discrepancy Resolution: \_\_\_\_\_

OFAC Date Verified: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

Supervisory Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**USA Patriot Act Identity Verification for 3<sup>rd</sup> Signer**

Document Used (i.e. Driver's License): \_\_\_\_\_ Document ID#: \_\_\_\_\_

Place of Issuance: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

Discrepancy Resolution: \_\_\_\_\_

OFAC Date Verified: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

Supervisory Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**USA Patriot Act Identity Verification for 4<sup>th</sup> Signer**

Document Used (i.e. Driver's License): \_\_\_\_\_ Document ID#: \_\_\_\_\_

Place of Issuance: \_\_\_\_\_ Expiration Date: \_\_\_\_\_ Date of Issuance: \_\_\_\_\_

Discrepancy Resolution: \_\_\_\_\_

OFAC Date Verified: \_\_\_\_\_ Employee Initials: \_\_\_\_\_

Supervisory Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Initials of employee taking the application: \_\_\_\_\_ Teller Number: \_\_\_\_\_ Branch Opened: \_\_\_\_\_

I have reviewed the *Business/Organization Resolution* form and other supporting documentation.

I have reviewed and scanned the Business/Organization name involved with the account through OFAC.

I have reviewed and scanned all applicable parties involved with the account through OFAC.

Account opened/disclosure delivered

Debit/ATM ordered (\_\_\_\_)  Requested No Debit/ATM Card  Checks ordered, if requested Empl: \_\_\_\_\_ Date: \_\_\_\_\_

Action:  New Account  Name Change (Previous name: \_\_\_\_\_)

Add Signer  Remove Signer (Name removed: \_\_\_\_\_)

Other Account Revision: \_\_\_\_\_

Compliance Officer use only -  
UIGEA Risk Rating: \_\_\_\_\_



**General Electric Credit Union  
Business/Organization Resolution**

*Used for Appointing Depository, Extensions of Credit, and Incumbency Certificate*

As of this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, the undersigned certifies as follows to  
**GENERAL ELECTRIC CREDIT UNION (“Credit Union”)**:

This Certificate is being made by and on behalf of

\_\_\_\_\_ (the “Company”), a

- Corporation
- Partnership
- Sole Proprietorship
- Limited Liability Company
- Nonprofit Organization
- Association/Club
- Other \_\_\_\_\_

incorporated or organized in the State of \_\_\_\_\_. The undersigned further certifies that the following is a true copy of Resolutions adopted by the Board of Directors, General Partners, Members, Managers, Trustees, or other governance authority of the Company, pursuant to, and in compliance with, its organizational documents and applicable law, which adoption occurred on a date which is on or before the date of this certificate. The Resolutions now stand of record on the books of the Company, are in full force and effect and have not been modified or revoked in any manner whatsoever.

**1. Resolutions:**

**1.1. Depository.** RESOLVED, that GENERAL ELECTRIC CREDIT UNION (“Credit Union”) is designated as a depository for the funds of the Company, including checks, drafts, notes, acceptances, electronic deposits and other instruments (hereinafter each collectively referred to as “Item(s)”) and is authorized to accept for deposit, credit, collection, or any other purpose, Items or electronic deposits. All such deposit accounts shall be subject to the rules of the Credit Union as set forth in “Know Your Share & Share Draft Accounts,” as amended from time to time.

RESOLVED, that the Credit Union is authorized:

A. To honor, receive or pay all Items and all other instruments or orders for payment or withdrawal made on behalf of the Company by any one (1) of the Authorized Signers set forth below, and to charge any deposit account of the Company with the Credit Union, and to honor any authorization for the transfer of funds between different accounts, whether such orders are transmitted to the Credit Union by telephone, computer, automated clearing house, wire transfer system or other means, for whatever purposes and to whomever payable, even though payment may create an overdraft, even though such Items may be drawn or endorsed to the order of the Authorized Signer for exchange or cashing or in payment of the individual obligation of such signer, or for deposit to such Authorized Signer’s personal account, or for any other use or disposition, when signed by an original or facsimile signature of, or

otherwise initiated by, any one (1) of the Authorized Signers, so long as such signatures resemble the signature(s) appearing below, and Credit Union shall not be under any obligation to inquire as to the circumstances of the issuance or use of any such Item or to the application or disposition of such Item or the proceeds.

B. To honor the endorsement of any one (1) Authorized Signer(s) on Items payable or belonging to the Company, or payable to (a) the Company by any trade name or style used by the Company, or (b) any owner, shareholder, partner, member, manager, trustee, or venturer of Customer ("Owner"), or (c) more than one Owner, either jointly or in the alternative, whether such endorsement be made manually, by endorsement stamp, or otherwise, and whether for deposit, credit, collection, or any other purpose, and/or to receive cash or part cash for same, or to make "less cash" deposits by receiving cash for part or all of the amount of such Items and depositing the balance, if any, when such Items are signed, accepted, or otherwise endorsed, whether by stamp, manual or facsimile signature, with the Company assuming full responsibility for any and all payments made by the Credit Union in reliance upon the manual stamp or facsimile signature of any Authorized Signer(s), and with the Company agreeing to indemnify and hold the Credit Union harmless against any loss, cost, damage or expense suffered or incurred by the Credit Union arising out of the misuse or unlawful/unauthorized use by any person of such stamp or facsimile signature.

C. To furnish at its discretion automated access devices to Authorized Signers of the Company to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.

D. **Authorized Signers.** RESOLVED, that any one (1) of the undersigned officer(s) or authorized representative(s) of the Company ("Authorized Signers") holding the title(s) set forth below:

| NAME<br>OF AUTHORIZED SIGNER | TITLE | ACTUAL SIGNATURE |
|------------------------------|-------|------------------|
| _____                        | _____ | _____            |
| _____                        | _____ | _____            |
| _____                        | _____ | _____            |
| _____                        | _____ | _____            |

is/are hereby authorized, at any time and from time to time: (A) to open any deposit or share account(s) in the name of the Company, or to terminate any such deposit or share account(s) in the name of the Company; (B) to sign on behalf of the Company, any and all Items and/or orders for the payment and/or withdrawal of any and all moneys, credit, Items and property at any time held by the Credit Union for the accounts of the Company, including any drawn to the individual order of any such Authorized Signer(s) of the Company; (C) to issue stop payment orders; (D) to request additional services from the Credit Union, including but not limited to payroll deposit/direct deposit, overdraft protection, ATM card and/or Debit Card; (E) to enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in the Credit Union; (F) to execute, accept, authorize agreement to and/or deliver to or in favor of the Credit Union such agreements, documents and instruments, required or requested by the Credit Union in connection with any of the foregoing, including but not limited to the Business & Organization Membership/Share/Share Draft Application, as amended from time to time, and any

supporting documents required by the terms of any of the foregoing agreements, documents or instruments, all in such form as may be requested by the Credit Union and any of which may contain a provision waiving the right to trial by jury; (G) to execute and deliver to or in favor of the Credit Union any amendments, modifications, renewals or supplements of or to any of the foregoing agreements, documents or instruments; and (H) to take any other action requested, required or deemed advisable by the Credit Union in order to effectuate the foregoing resolutions, all such other actions being hereby approved, ratified and confirmed.

RESOLVED, that any additional Authorized Signers appointed by any of the above person(s) in writing to the Credit Union, including pursuant to the Credit Union’s Business & Organization Membership/Share/Share Draft Application form, and the number of Authorized Signers required for withdrawals authorized in such form, shall have all the powers granted under this Resolution as though their names, titles and signatures were set forth above.

**1.2. Loans and Extensions of Credit.** RESOLVED, that any one (1) officer or other authorized representative of the Company holding one of the titles set forth below:

| NAME  | TITLE | ACTUAL SIGNATURE |
|-------|-------|------------------|
| _____ | _____ | _____            |
| _____ | _____ | _____            |
| _____ | _____ | _____            |
| _____ | _____ | _____            |

is hereby authorized, at any time and from time to time: (A) to obtain loans and extensions of credit, equipment or vehicles leases, and depository services from the Credit Union; (B) to guarantee the payment and performance of the indebtedness and obligations of other persons or entities to the Credit Union; (C) to pledge, assign, mortgage, grant a security interest in or lien on any real or personal property (tangible or intangible) of the Company to or in favor of the Credit Union as collateral security for the payment and performance of all loans, advances, debts, liabilities, obligations, covenants and duties of the Company or of any other persons or entities to the Credit Union (whether or not in connection with a guaranty of such other person’s or entity’s obligations o the Credit Union); (D) to execute, accept, authorize agreement to and/or deliver to or in favor of the Credit Union such agreements, documents and instruments, required or requested by the Credit Union in connection with any of the foregoing, including but not limited to loan agreements, promissory notes or other evidence of indebtedness, guaranties, equipment leases, security agreements, pledge agreements, assignments, mortgages or deeds of trust, and any supporting documents required by the terms of any of the foregoing agreements, documents or instruments; all in such form as may be requested by the Credit Union and any of which may contain a warrant of attorney authorizing the Credit Union to confess judgment against the Company for all sums due or to become due by the Company to the Credit Union and/or a provision waiving the right to trial by jury; (E) to execute and deliver to or in favor of the Credit Union any amendments, modifications, renewals or supplements of or to any of the foregoing agreements, documents or instruments; and (F) to take any other action requested, required or deemed advisable by the Credit Union in order to effectuate the foregoing resolution, all such other actions being hereby approved, ratified and confirmed.

**1.3 Ratification.** Resolved, that all past acts of officers, partners, members, managers, or other persons acting on behalf of the Company, with respect to opening any deposit or share accounts, deposits, withdrawals, and other banking transactions, in borrowing or obtaining credit from the Credit Union and in executing documents or otherwise entering into agreements and giving security on behalf of the Company are hereby ratified and confirmed.

**1.4 Telephonic and Other Requests.** Resolved, that the Credit Union is authorized to take any action authorized hereunder based upon: (i) the telephonic or electronic request (including e-mail request) of any person purporting to be a person authorized to act hereunder, (ii) the signature of any person authorized to act hereunder that is delivered to the Credit Union personally, by facsimile transmission or e-mail, or (iii) the telex originated by any of such persons, tested in accordance with such testing procedures as may be established between the Company and the Credit Union from time to time.

**1.5 General.** Resolved, that a certified copy of these Resolutions be delivered to the Credit Union and that they and the authority vested in the persons specified herein will remain in full force and effect until a certified copy of a resolution of the Company revoking or modifying these resolutions and such authority has been delivered to the Credit Union, and the Credit Union has had a reasonable time to act thereon.

**2. Incumbency:** Each of the above-named persons holds the office, title, or status with the Company specified in Section 1.1 and 1.2 (if applicable) above, and any signature following a person's name is such person's actual signature.

**IN WITNESS WHEREOF,** and intending to be legally bound hereby, the undersigned have hereunto set their hands as of the date first written above.

\_\_\_\_\_  
(Name of Business/Organization)

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_