



BUSINESS ACCOUNT REQUIREMENTS

BUSINESS ENTITY REQUIREMENTS

Please submit documents to your nearest Sun Community for review and speak with a Member Service Representative for additional information

Sole Proprietorship

- Business in Operation for 2+ years
- Proof of Tax ID Number
- 2 most recent months of bank statements
- Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- Business License (if applicable)

Unincorporated Association or Organization

- Proof of Tax ID Number
- 2 most recent months of bank statements
- Board Resolution, Board Minutes, or Letter of Designation (signed by officers or signers of organization, society, or club)

Corporation

- Business in Operation for 2+ years
- Proof of Tax ID Number
- 2 most recent months of bank statements
- Endorsed/Filed Articles of Incorporation
- Corporate Resolution of Corporate Minutes or Letter of Designation (signed by officers or signers of corporation)
- Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- Business License (if applicable)
- Active Status with Secretary of State Business Portal

Non-Profit Corporation

- Business in Operation for 2+ years
- Proof of Tax ID Number
- 2 most recent months of bank statements
- Proof of 501(C)(3) from IRS
- Endorsed/Filed Articles of Incorporation/By-Laws
- Corporate Resolution of Corporate Minutes or Letter of Designation (signed by officers or signers of corporation)

General Partnership

- Business in Operation for 2+ years
- Proof of Tax ID Number
- 2 most recent months of bank statements
- Signed Partnership Agreement or Signed Statement (showing name of partnership and listing general partners)
- Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- Business License (if applicable)

Limited Partnership

- Business in Operation for 2+ years
- Proof of Tax ID Number
- 2 most recent months of bank statements
- Filed Certificate of Limited Partnership
- Amendment to Registration of LLP/ Articles of Organization (for authorization designation)
- Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- Business License (if applicable)
- Active Status with Secretary of State Business Portal

Limited Liability Partnership

- Business in Operation for 2+ years
- Proof of Tax ID Number
- 2 most recent months of bank statements
- Filed Certificate of Limited Liability Partnership Registration (LLP-1)
- Operating Agreement
- Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- Business License (if applicable)
- Active Status with Secretary of State Business Portal

Limited Liability Company

- Business in Operation for 2+ years
- Proof of Tax ID Number
- 2 most recent months of bank statements
- Articles of Organization (LLC-1)
- Operating Agreement
- Filed Fictitious Business Name Statement (waived if business name matches legal name of ownership)
- Business License (if applicable)
- Active Status with Secretary of State Business Portal

Additional Information Requirements

- All Authorized Signers must be present and provide their personal information (see Authorized Signer section on page 2)
- Beneficial Owner information will be collected (see Beneficial Owners section on page 2)

Supplementary Information

- For wire transfers, please provide recipient information (financial institution name and routing number plus recipient's full name, address, and account number)



BUSINESS ACCOUNT REQUIREMENTS

AUTHORIZED SIGNER REQUIREMENTS

Please speak with a Member Service Representative for additional information

Important Information

- All documents provided must be original, copies will not be accepted
- Identifications and documentation provided will be scanned to our database
- All Authorized Signers must provide 2 forms of ID (one primary & one secondary) in addition to the information below

Primary Identification

Must be non-expired

Image will be scanned to our database

- Driver's License or Identification Card (from a U.S. State or Entity)
- Permanent Resident Card or Resident Alien Card
- U.S. Passport

Secondary Identification

Must be non-expired

Image will be scanned to our database

- Any other form from Primary ID List
- ATM/Debit/Credit Card (from US financial institution)
- Social Security Card
- Matricula Consular Card
- Sentri/Global Entry Card
- Medical Insurance Card
- Auto Insurance Card
- Employee ID Card (limited to local government, city and State)
- US Military/Federal Employee Card (will not be scanned to our database)

Tax Identification Number

Original card required if using as secondary ID

TIN required for all individuals

- Social Security Number (SSN)
- Individual Tax Identification Number (ITIN)

Proof of Residence

Residence verified using one of the following methods, documents provided must be non-expired or issued within 45 days and in your name

- Primary ID with current physical address
- Address match on credit report
- Pay Stub
- Auto Insurance Card
- Vehicle Registration
- Rental or Lease Agreement
- Utility Bill: including electric, water, gas, garbage, telephone/mobile, internet, or cable

If utility bill, rental, or lease agreement is not in your name, it must be accompanied by a written statement from the person named stating you live with them

Additional Information Requested

- Mailing Address (if applicable)
- Phone Number(s)
- Email Address
- Mother's Maiden Name
- Date of Birth
- Employment & Occupation

BENEFICIAL OWNER REQUIREMENTS

Please speak with a Member Service Representative for additional information

Important Information

- An individual who owns, directly or indirectly, 25 percent or more of the equity interests of the business
- An individual with significant responsibility for managing the business (ex CEO, CFO, COO, GP, President, VP, etc.)

Provide the Following for Each Beneficial Owner

- Name
- Date of Birth
- Social Security Number
- Primary ID Number
- Address (Residential or Business)
- Title