



## **BUSINESS ACCOUNTS REQUIREMENTS**

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

### **Required Documents for all Business Types**

- All documents provided must be original, copies will not be accepted
- Proof of Tax ID
- Business License (if applicable)
- 2 most recent months of bank statements  
(Waived for a new business that has not had an account at another financial institution)
- Business must be in operation for at least 2 years  
(Waived when business owner has an established membership with Sun for at least 2 years)
- All signers and beneficial owners must provide their personal information  
(See Authorized Signer and Beneficial Owners section on page 2)
- Plus additional documentation based on business type found below

### **Sole Proprietorship**

- Filed Fictitious Business Name Statement  
(Required only if business name does not match name of owner)

### **Unincorporated Association/Organization**

- Letter designating officers/signers of organization, society, or club, to be signed by all signers
- Board Resolution or Minutes (if applicable)

### **Non-Profit Corporations**

- 501 (c) (3) from IRS  
(For proof of nonprofit status)
- Articles of Incorporation/By-Laws
- Corporate Resolution of Corporate Minutes  
(For authorization designation)

### **Corporation**

- Filed Fictitious Business Name Statement  
(When conducting business under a different name)
- Endorsed/Filed Articles of Incorporation
- Corporate Resolution of Corporate Minutes
- Signed Letter of Designation for authorization designation  
(If authorized signers are not listed in Corporate Minutes)
- Active status on Secretary of State Business Portal  
(Visit <https://BusinessSearch.sos.ca.gov>)

### **General Partnership**

- Filed Fictitious Business Name Statement
- Signed Partnership Agreement or Signed Statement  
(Showing name of partnership and listing general partners)

### **Limited Partnership**

- Filed Fictitious Business Name Statement
- Filed Certificate of Limited Partnership
- Amended Registration of LLP/Articles of Organization  
(For authorization designation)
- Active status on Secretary of State Business Portal  
(Visit <https://BusinessSearch.sos.ca.gov>)

### **Limited Liability Partnership**

- Filed Fictitious Name Statement
- Filed Certificate of Limited Partnership Registration (LLP-1)
- Operating Agreement
- Active status on Secretary of State Business Portal  
(Visit <https://BusinessSearch.sos.ca.gov>)

### **Limited Liability Company**

- Filed Fictitious Business Name Statement  
(When conducting business under a different name)
- Articles of Organization (LLC-1)
- Operating Agreement



## AUTHORIZED SIGNER REQUIREMENTS

### 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 and 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 US 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 another 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 into 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 identification with current physical address
- Address match with 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 named person 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

### Important Information

- An individual who owns, directly or indirectly, 25 percent or more of the equity interest 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