

BUSINESS ACCOUNT WORKSHEET

You will need to bring in:

- Two forms of identification for the business
- Two forms of personal identification for each person listed below



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BUSINESS MEMBERS SINCE 2002

Getting to know your business is important to us. Help us learn about your business by completing this worksheet.

Need help getting started? The IRS is a great resource. You can visit irs.gov for more information.

The USA Patriot Act of 2001 requires Royal to identify and verify any business and person that requests services from us. The business Member must provide two forms of identification for the business. The following is a list of acceptable forms of identification for a business:

- Articles of Incorporation
- Articles of Organization
- EIN Confirmation from IRS
- Corporate Tax Return
- Partnership Tax Return
- Partnership Agreement

Certification for Beneficial Owners - The federal government has issued regulations requiring the disclosure of key individuals who own and control the legal entity at time deposit accounts are opened.

Worksheet for Opening a Business Account

Beneficial Owners: Persons opening an account on behalf of a Corporation, Partnership, or LLC must provide the following information on each individual who owns 25% or more of the business. **For Sole Proprietors this information is not required.**

Control Person: Person in management structure who has significant responsibility to control, manage or direct the business. Required when opening an account for all businesses, except Sole Proprietor.

Beneficial Owner ____% ownership **Control Person** **Signer**
Name: _____ Title: _____
Home Address: _____
Mother's Maiden Name: _____ Date of Birth: _____
Social Security Number: _____ Phone Number: _____
Email: _____

Beneficial Owner ____% ownership **Control Person** **Signer**
Name: _____ Title: _____
Home Address: _____
Mother's Maiden Name: _____ Date of Birth: _____
Social Security Number: _____ Phone Number: _____
Email: _____

Beneficial Owner ____% ownership **Control Person** **Signer**
Name: _____ Title: _____
Home Address: _____
Mother's Maiden Name: _____ Date of Birth: _____
Social Security Number: _____ Phone Number: _____
Email: _____

Note: Worksheet continues on the back.

Worksheet continued



Beneficial Owner _____% ownership **Control Person** **Signer**
Name: _____ Title: _____
Home Address: _____
Mother's Maiden Name: _____ Date of Birth: _____
Social Security Number: _____ Phone Number: _____
Email: _____

Control Person **Signer**
Name: _____ Title: _____
Home Address: _____
Mother's Maiden Name: _____ Date of Birth: _____
Social Security Number: _____ Phone Number: _____
Email: _____

Signer
Name: _____ Title: _____
Home Address: _____
Mother's Maiden Name: _____ Date of Birth: _____
Social Security Number: _____ Phone Number: _____
Email: _____

Signer
Name: _____ Title: _____
Home Address: _____
Mother's Maiden Name: _____ Date of Birth: _____
Social Security Number: _____ Phone Number: _____
Email: _____

About Your Business

Employer Identification Number (EIN) or Social Security Number (SSN):

Select type of business entity:

- Sole Proprietor LLC Corporation
 LLP or Partnership Organization Public Entity

Legal Business Name: _____

Street: _____

City: _____ State: _____ Zip: _____

Phone: _____

Business Email: _____

Please list any additional trade names (known as Doing Business As or DBA):

Select Your Business Accounts

- Business Savings (required)**
 Royal Advantage Checking
 Royal Advantage Plus Checking
 Business Certificate
 Business Money Market

Select Additional Services

- ATM/Check Card
 Business Online Banking
 Merchant Services
 Business Credit Card
 Business Deposit
 Business Loans - Overdraft Protection



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**For more information visit rcu.org or call Royal's
Business Team at 800-341-9911 ext. 3040**