

# Business Deposit Account Application - Limited Liability Company



The limited liability company (LLC) is a relatively new business ownership structure that combines what some consider the best features of a corporation and a partnership. It gives small business owners corporate-style protection from personal liability while retaining the pass-through income tax treatment enjoyed by sole proprietors and partnerships. In most states, the only formal legal step required to create an LLC is to prepare and file the LLC's articles of organization with your state's secretary's office (in some states, this organizational document is called a "certificate of organization" or a "certificate of formation"). The Operating Agreement of an LLC is a vital document because it determines and defines the rights of the members and/or managers. LLC members are the owners of the LLC much as shareholders are the owners of a corporation or the partners of a partnership.

Notice to Applicant: Delta Community Credit Union reserves the right to reject membership applications for complex corporations, or business partnerships, or business entities, in which one or more of the owners is a non-person (such as another corporation, a partnership, etc.). If you have questions regarding membership eligibility as to your business structure, please contact our Deposit Services Department at (404) 677-4659, Option 1 for assistance.

## Business Membership Application Checklist

To apply for a Business Deposit Membership for a limited liability company, please provide a copy of the documents in the checklist below.

- Completed Business Deposit Account Application
- Completed Resolution for Membership and Depository Services Document
- Certificate of Organization and Articles of Organization from the issuing state
- Certificate of Authority (if a foreign Limited Liability Company)
- Signed Operating Agreement
- DBA filing (if operating under a name differing from the legal name)
- Taxpayer Identification Number (TIN/EIN)
- Driver's License for each Authorized Signer
- Certification of Beneficial Owner(s) Form



# Business Deposit Account Application

## Business Eligibility

Business Location in Metro Atlanta \_\_\_\_\_  
County

Business Owner is \_\_\_\_\_  
Current Primary Member Primary Member Account Number

## Business Information

Legal Name of Business: \_\_\_\_\_

DBA (if applicable): \_\_\_\_\_ Federal Tax ID No.: \_\_\_\_\_

## Principal Business Address:

Street (No P.O. Boxes) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Phone \_\_\_\_\_ Business Email \_\_\_\_\_ Business Website \_\_\_\_\_

Mailing Address (if different from Principal Business Address)

Primary Contact Name \_\_\_\_\_ Emergency Contact Name \_\_\_\_\_ Emergency Contact Phone \_\_\_\_\_

## Business Type

What type of business are you in? \_\_\_\_\_

Describe the primary nature and function of your business

NAICS Code \_\_\_\_\_ North American Industry Classification System is the standard used by Federal Statistic Agencies to classify business establishments. It appears on your Federal Tax Return or Schedule C.

Sole Proprietorship Corporation Limited Liability Company (LLC) Partnership (General or Limited)

Is your business a non-profit, not-for-profit, or charitable organization? YES NO

Date Business Established \_\_\_\_\_ Number of Years Under Current Ownership \_\_\_\_\_ State of Registration \_\_\_\_\_ Annual Sales (projected, if new) \$ \_\_\_\_\_

Delta Community Credit Union reserves the right to deny membership to certain types of businesses.

### Please complete and sign the information related to your Federal Taxpayer Identification Number.

- Federal Taxpayer ID Number (TIN)** – The number shown on this form is my correct federal taxpayer identification Number.
- Backup withholding** – I am not subject to backup withholding either because I have not been notified that I am subject to backup withholding as a result of failure to report all interest or dividends, or the Internal Revenue Service has notified me that I am no longer subject to backup withholding.
- Exempt Recipients** – I am an exempt recipient under the Internal Revenue Service Regulations.
- The FATCA code(s)** entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

(If not a "U.S. Person", certify foreign status separately.)

I certify under penalties of perjury the statements checked in this section and that I am a U.S. Person (including a U.S. resident alien).

Authorized Business Signatory \_\_\_\_\_ Date \_\_\_\_\_



As a financial institution, we are required by Federal law to know our members. In order to do this we must perform ongoing due diligence on business accounts to obtain a reasonable understanding of the type of business and the activities our business members are involved in. You may be required to complete this or a similar questionnaire each year. All of the following questions require answers. Failure to answer all questions, in detail where required, may result in our being unable to open this account or in our restricting access to the account.

**Business Activity**

Delta Community does not offer accounts for internet gambling businesses, money service businesses (MSB), which includes: (1) cryptocurrency businesses (i.e. Bitcoin), (2) currency dealer or exchanger, (3) check cashing business, (4) issuer or redeemer of traveler's checks, money orders or stored value, (5) money transmitter (i.e. MoneyGram and Western Union), or marijuana-related businesses.

Does your business engage in any of the above activity?    YES    NO (If YES, we are unable to service your business)  
Do you have a privately owned ATM at any of your business locations?    YES    NO  
Is the Internet a major source of revenue for your business?    YES    NO

**Monthly Cash Activity**

What is the source of the cash deposits and/or purpose of cash withdrawals?

Deposits    \$ \_\_\_\_\_  
Withdrawals    \$ \_\_\_\_\_

**Monthly ACH Activity**

What is the source of the ACH deposits and/or purpose of ACH withdrawals?

Number of ACH Deposits    \_\_\_\_\_  
Number of ACH Withdrawals    \_\_\_\_\_  
Dollar Amount of Deposits    \$ \_\_\_\_\_  
Dollar Amount of Withdrawals    \$ \_\_\_\_\_

**Monthly Wire Activity**

Domestic    Describe the purpose of these transfers and list any reoccurring recipients/senders.

Number of Wires Sent    \_\_\_\_\_  
Number of Wires Received    \_\_\_\_\_  
Dollar Amount Wires Sent    \$ \_\_\_\_\_  
Dollar Amount Wires Received    \$ \_\_\_\_\_

Foreign    Describe the purpose of these transfers, geographical location and list any reoccurring recipients/senders.

Number of Wires Sent    \_\_\_\_\_  
Number of Wires Received    \_\_\_\_\_  
Dollar Amount Wires Sent    \$ \_\_\_\_\_  
Dollar Amount Wires Received    \$ \_\_\_\_\_

**Monthly Check Activity**

Deposits \$ \_\_\_\_\_    Withdrawals \$ \_\_\_\_\_

**Product Selection**

**Savings**

Business Savings  
(5.00 min required for membership)

Business Money Market

**Checking**

Business Value Checking

Business Checking

**Additional Services**

Merchant Services

**Authorized Signers**

At least 1 authorized signer must be a partial owner of the business

**Authorized Signer 1**

\_\_\_\_\_  
Name (First, MI, Last) Position with the Business % Ownership

\_\_\_\_\_  
Social Security Number Date of Birth (MM/DD/YYYY) Existing Member Account No. (if applicable)

\_\_\_\_\_  
Driver's License/State ID No. (copy required) State of Issue Issue Date Expiration Date

\_\_\_\_\_  
Street Address City State Zip Years at Current Address

\_\_\_\_\_  
Previous Address if Current is under 2 years

\_\_\_\_\_  
Home Phone Work Phone Mobile Phone Email

Debit Card? Yes No

**Authorized Signer 2**

\_\_\_\_\_  
Name (First, MI, Last) Position with the Business % Ownership

\_\_\_\_\_  
Social Security Number Date of Birth (MM/DD/YYYY) Existing Member Account No. (if applicable)

\_\_\_\_\_  
Driver's License/State ID No. (copy required) State of Issue Issue Date Expiration Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Years at Current Address

\_\_\_\_\_  
Previous Address if Current is under 2 years

\_\_\_\_\_  
Home Phone Work Phone Mobile Phone Email

Debit Card? Yes No



### Authorized Signer 3

Name (First, MI, Last)		Position with the Business	% Ownership
Social Security Number		Date of Birth (MM/DD/YYYY)	Existing Member Account No. (if applicable)
Driver's License/State ID No. (copy required)	State of Issue	Issue Date	Expiration Date
Street Address			
City	State	Zip	Years at Current Address
Previous Address if Current is under 2 years			
Home Phone	Work Phone	Mobile Phone	Email
Debit Card?	Yes	No	

### Authorized Signer 4

Name (First, MI, Last)		Position with the Business	% Ownership
Social Security Number		Date of Birth (MM/DD/YYYY)	Existing Member Account No. (if applicable)
Driver's License/State ID No. (copy required)	State of Issue	Issue Date	Expiration Date
Street Address			
City	State	Zip	Years at Current Address
Previous Address if Current is under 2 years			
Home Phone	Work Phone	Mobile Phone	Email
Debit Card?	Yes	No	



**Important Account Opening Information**

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.

The undersigned authorizes the Credit Union to investigate credit and employment history and obtain reports from consumer reporting agency(ies) on them as individuals to determine eligibility for a business deposit product. Except as otherwise provided by law or other documents, each of the undersigned is authorized to make withdrawals from the account(s). The undersigned personally and as, or on behalf of, the account owner(s) agree to the by-laws of the Credit Union, including any requirement to pay a membership or entrance fee, and agree to the terms of, and will receive copy(ies) of, this document and the following:

Business Membership & Account Agreement

Privacy & Opt Out Notification

Electronic Fund Transfers: Your Rights & Responsibilities

Business Deposit Account Terms & Conditions

Limits & Fees Disclosure

Funds Availability Disclosure

Business Services Wire Transfer Service Agreement & Disclosure

Online Account Protection Notification

**Authorized Signer's Signatures**

x \_\_\_\_\_  
Signer 1

x \_\_\_\_\_  
Signer 3

x \_\_\_\_\_  
Signer 2

x \_\_\_\_\_  
Signer 4

For internal use only: Branch ID: \_\_\_\_\_

Teller #: \_\_\_\_\_



# Resolution for Membership and Depository Services (Limited Liability Company)

Name of Limited Liability Company: \_\_\_\_\_

If checked, this Limited Liability Company operates under the trade name : \_\_\_\_\_

I, \_\_\_\_\_, certify that I am a Manager or Designated Member of the above named

Limited Liability Company organized under the laws of \_\_\_\_\_, Federal Employer I.D. Number: \_\_\_\_\_ and that the resolutions on this document are a correct copy of the resolution adopted at a meeting of all the members of the Limited Liability Company duly and properly called and held or the person or persons designated by the members of the Limited Liability Company to manage the Limited Liability Company as provided in the articles of organization or an operating agreement. These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

RESOLVED, that each of the persons named below (**the "Authorized Signers"**) is hereby authorized in the name and on behalf of this Limited Liability Company to open and maintain such banking accounts (**the "Accounts"**) with Delta Community Credit Union as he or she may deem necessary or appropriate, in his or her sole discretion, including, without limitation, savings, checking, money market, certificates of deposit and night depository accounts and relationships and to take the following actions, including but not limited to:

- 1) Open any deposit account in the name of the Limited Liability Company;
- 2) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Delta Community Credit Union; and
- 3) Borrow money on behalf and in the name of the Limited Liability Company and sign, execute and deliver promissory notes or other evidences of indebtedness.

Print Name

Title

Signature


# Resolution for Membership and Depository Services (Limited Liability Company) Continued

RESOLVED, that each of the persons named below (the "Debit Card Users") is hereby authorized in the name of and on behalf of this Limited Liability Company to receive a debit card which can be used to access the Accounts with Delta Community Credit Union as he or she may deem appropriate in his or her sole discretion, including the ability to withdraw, transfer or deposit money using the debit card.

Print Name	Title	Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

This resolution supersedes all previous resolutions.

**Certification of Authority:**

I further certify that I, as a Manager or Designated Member, or we, as constituting all Members of the Limited Liability Company have, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions herein and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. In witness whereof, I have subscribed my name to this document and affixed the seal of the Limited Liability Company on \_\_\_\_\_ (date). This resolution should be signed either by Manager/Designated Member or all members of the limited liability company.

\_\_\_\_\_  
Manager or Designated Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member



# Certification of Beneficial Owner(s) Form

## General Instructions

### What is this form?

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

### Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities. For the purposes of this form, a legal entity includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. Legal entity does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

### What information do I have to provide?

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of foreign persons) for the following individuals (i.e., the beneficial owners):

- (i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); and
- (ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of “beneficial owner” may vary. Under section (i), depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified. Regardless of the number of individuals identified under section (i), you must provide the identifying information of one individual under section (ii). It is possible that in some circumstances the same individual might be identified under both sections (e.g., the President of Acme, Inc. who also holds a 30 percent equity interest). Thus, a completed form will contain the identifying information of at least one individual (under section (ii)), and up to five individuals (i.e., one individual under section (ii) and four 25 percent equity holders under section (i)). The financial institution may also ask to see a copy of a driver’s license or other identifying document for each beneficial owner listed on this form



# Certification of Beneficial Owner(s)

Federal regulation requires financial institutions to obtain, verify and record information about beneficial owners of a legal entity. For purposes of this form, a legal entity includes a Corporation, Limited Liability Company and Partnerships.

## I. Persons opening a membership on behalf of a legal entity must provide the following information:

a. Name of person(s) opening business membership/account or maintaining business/accounts:

\_\_\_\_\_

b. Name of legal entity for which the membership/account is being opened/maintained:

\_\_\_\_\_

**II. Provide the information for each individual who directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent (25%) or more of the equity interests of the legal entity listed above:**

### Beneficial Owner Not Applicable

#### Owner 1

_____	_____	_____	_____
Name	% Ownership	Date of Birth	Address
_____			
_____	_____		
Tax Identification Number (SSN, EIN)	ID Type & ID Number/Passport Number & Country of Issuance		

#### Owner 2

_____	_____	_____	_____
Name	% Ownership	Date of Birth	Address
_____			
_____	_____		
Tax Identification Number (SSN, EIN)	ID Type & ID Number/Passport Number & Country of Issuance		

#### Owner 3

_____	_____	_____	_____
Name	% Ownership	Date of Birth	Address
_____			
_____	_____		
Tax Identification Number (SSN, EIN)	ID Type & ID Number/Passport Number & Country of Issuance		

#### Owner 4

_____	_____	_____	_____
Name	% Ownership	Date of Birth	Address
_____			
_____	_____		
Tax Identification Number (SSN, EIN)	ID Type & ID Number/Passport Number & Country of Issuance		



III. Provide the following for one individual with significant responsibility for managing the legal entity listed above, such as an executive officer or senior manager (e.g. CEO, CFO, COO, VP, Managing Member, General Partner, President, Treasurer) or any other individual who regularly performs similar functions.

\_\_\_\_\_  
Name Date of Birth Address

\_\_\_\_\_  
Tax Identification Number (SSN, EIN) ID Type & ID Number/Passport Number & Country of Issuance

(If appropriate, an individual listed under section (ii) above may also be listed in this section (iii).)

## Certification and Agreement

I, \_\_\_\_\_(name of person opening membership/account), hereby certify, to the best of my knowledge that the information provided above is complete and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

