

REQUIRED DOCUMENT CHECKLIST



LIMITED LIABILITY COMPANY (LLC)

**Member is required to provide the following documentation:*

- ☐ **Tax Identification Number**
(IRS Letter or Verification)
- ☐ **Social Security Number** (For each manager and authorized signer.)
- ☐ **Valid Picture Identification** for ALL signers (Driver's License, Passport)
- ☐ **Secondary Identification** for signers
- ☐ **Articles of Organization or Operating Agreement**
(Certified copy)
- ☐ **Trade Name Registration**
(Required for DBA only)
- ☐ **Other Information**
(if applicable per state)
 - Occupational License
 - Meeting minutes

ORGANIZATION OR UNINCORPORATED ASSOCIATION

**Member is required to provide the following documentation:*

- ☐ **Social Security Number or Tax ID # for the Club** (IRS Letter or Verification)
- ☐ **Social Security Number**
(For each authorized signer)
- ☐ **Valid Picture Identification for ALL signers** (Driver's License, Passport)
- ☐ **Secondary Identification** for signers
- ☐ **Board of Directors Minutes**
(Authorizing acct. opening & signatories)
- ☐ **Trade Name Registration**
(Required for DBA only)
- ☐ **Occupational License**
(If applicable)

CORPORATIONS

**Member is required to provide the following documentation:*

- ☐ **Tax Identification Number**
(IRS Letter or Verification)
- ☐ **Social Security Number** (For each officer and authorized signer)
- ☐ **Valid Picture Identification for ALL signers** (Driver's License, Passport)
- ☐ **Secondary Identification** for signers
- ☐ **Articles of Incorporation**
(Certified copy)
- ☐ **Trade Name Registration**
(Required for DBA only)
- ☐ **Other Information**
(if applicable per state)
 - Occupational License
 - Meeting minutes

PARTNERSHIPS

**Member is required to provide the following documentation:*

- ☐ **Tax Identification Number**
(IRS Letter or Verification)
- ☐ **Social Security Number** (For each partner and authorized signer)
- ☐ **Valid Picture Identification for ALL signers** (Driver's License, Passport)
- ☐ **Secondary Identification** for signers
- ☐ **Articles of Partnership Agreement**
(Certified copy)
- ☐ **Trade Name Registration** (Required for DBA only)
- ☐ **Other Information**
(if applicable per state)
 - Occupational License
 - Meeting minutes

SOLE PROPRIETORSHIPS

**Member is required to provide the following documentation:*

- ☐ **Social Security Number** (SSN) for sole proprietor (owner) is used as the primary and the (SSN) for any (co-owner) or Tax Identification Number (EIN) for the business, if applicable)
- ☐ **Valid Picture Identification** for ALL signers (Driver's License, Passport)
- ☐ **Secondary Identification** for signers
- ☐ **Trade Name Registration**
(Required for DBA only)
- ☐ **Other Information**
(if applicable per state)
 - Occupational License
 - Meeting minutes

Please send this form along with any other documentation required to Transportation FCU. You may fax this form to branchoperations@transfcu.org, mail to P.O. Box 25947 Alexandria, VA 22313-9809 or bring into the FAA, DOT, Volpe or Alexandria branch.