



LLC ACCOUNT REQUIREMENTS

Thank you for your interest in opening a business account for an LLC [Limited Liability Company] with Denver Community Federal Credit Union [DCFCU]. We have prepared the following checklist to assist you in opening your account. Please read this form carefully and provide all of the required information. We may not be able to open the account with incomplete information.

ADVICE: An LLC is a hybrid type of business entity according to IRS rules. It is important that you understand the complexities of this type of entity, either through prior knowledge or the use of a tax advisor or attorney. **DCFCU does not furnish tax, legal, or business advice.** Please indicate what type of consultant you have contacted concerning business entity formation and tax status for your LLC:

- I have consulted with a tax advisor attorney other _____.
- I have not consulted with a tax advisor, attorney, or other business advisor.

REQUIRED FORMS:

The following is a list of items needed to open an LLC account with DCFCU. We have provided you with the exact name of the form, as well as where these forms can be found.

- Articles of Organization filed with the Colorado Secretary of State.** If you have a non-Colorado LLC, we need a copy of the Foreign LLC registration with the Colorado Secretary of State plus a copy of the LLC registration from the original state. Go to www.sos.state.co.us or call (303)894-2200 for more information.
- Certificate of Good Standing from the Colorado Secretary of State.** If you have a non-Colorado LLC, we need Certificates from Colorado plus from the original state of LLC filing. Go to www.sos.state.co.us or call (303)894-2200 for more information.
- Statement of Trade Name.** We need this only if your LLC transacts business under a different name than the official name of the LLC. Go to www.sos.state.co.us or call (303) 894-2200 for more information
- Employer Identification Number you received from the IRS.** Go to www.irs.gov for more information.
- Valid, government-issued picture identification for each member and additional authorized signer.**

INFORMATION ON YOUR LLC

We request the following information to help us assist you with opening your account.

MEMBERS AND TAX STATUS OF YOUR LLC:

The IRS classifies an LLC as either a Single Member LLC or a Multiple Member LLC. Please mark the appropriate membership type of LLC you have established, and then mark the appropriate tax status you have elected for your LLC.

NOTE: This information is derived from IRS Publication 1635, "Understanding Your EIN." You may wish to consult the Publication before completing this form.

- Single Member LLC: This membership type may have only one member. A "member" is an owner—a husband and wife are considered two owners, not one. According to the IRS, a Single Member LLC may elect to be taxed as:
 - a corporation *
 - a sole proprietorship:
 - using single member's SSN.
 - using separate EIN for LLC.
- Multiple Member LLC: This membership type has two or more members. A husband and wife are considered two members. According to the IRS, a Multiple Member LLC may elect to be taxed as:
 - a corporation *
 - a partnership

* According to IRS rules, an entity taxed as a corporation must file Form 8832 with the IRS. WE STRONGLY URGE YOU TO CONSULT WITH A TAX ADVISOR OR ATTORNEY IF YOU ELECT TO HAVE YOUR LLC TAXED AS A CORPORATION.

BANK SECRECY ACT INFORMATION

In accordance with the Bank Secrecy Act, the National Credit Union Administration requires us to obtain the following information, as well as receive periodic updates. All names and Social Security Numbers will be checked against standard databases used by American financial institutions.

MEMBERS (OWNERS) OF YOUR LLC:

Please fill in the names and Social Security Numbers of the members (owners) of your LLC. Also indicate whether the member will be a signer on the account. If you have more than 5 members, please attach a sheet with all of the members using the format in the table. If the answer below is no for any member, please provide the additional information on that member in Appendix A.

Member's Name & SSN	Account Signer	
M1	Yes	No
M2	Yes	No
M3	Yes	No
M4	Yes	No
M5	Yes	No

ADDITIONAL AUTHORIZED SIGNERS OR MANAGERS FOR YOUR LLC:

If a person not listed above as a member of the LLC will be an authorized signer on the LLC account, please fill in the additional authorized signer's name and Social Security Number.

Name of Additional Authorized Signer or Manager & SSN
AS1
AS2

PURPOSE OF YOUR LLC (be specific):

SOURCE OF FUNDS FOR BEGINNING YOUR LLC:

ANTICIPATED ANNUAL REVENUES: \$ _____.

CERTIFICATION:

I certify that I am a member of the Limited Liability Company named _____, which is organized under the laws of the State of _____. I further certify that the information provided on this LLC ACCOUNT REQUIREMENTS is true and accurate, to the best of my knowledge and belief.

SIGNATURE _____

PRINTED NAME _____

TITLE _____

HOME ADDRESS _____

TELEPHONE _____

APPENDIX A

INFORMATION FOR LLC MEMBERS NOT SIGNING ON THE ACCOUNT

M1

Name	Social Security Number	Date of Birth
Street Address	City/State/ZIP	

M2

Name	Social Security Number	Date of Birth
Street Address	City/State/ZIP	

M3

Name	Social Security Number	Date of Birth
Street Address	City/State/ZIP	

M4

Name	Social Security Number	Date of Birth
Street Address	City/State/ZIP	

