Georgia Business Services Account Opening Guide

What You Need:

- A valid Form of Identification for each owner/officer who will be executing the authorization, on the account as an authorized signer, or listed as a Beneficial Owner.
  - Must Include One of the Following:
    Driver's License, State ID, U.S. Passport, or U.S. Military ID
- Proof of Residency if current address not listed on the primary identification provided
- Authorized signers being added to an account by the Owners will need to provide a valid form of identification listed above.
- $5 opening deposit for Savings*
- $100 opening deposit for Checking

A Business Share/Savings Account is required on all account types.

In addition to the required documents on the following page, all Business Members will need to complete the following First Commerce Credit Union Forms located on www.firstcommercecu.org or at any branch location:

- Business Account Card
- Authorization Designation
- Authorization for Share/Deposit Accounts and Borrowing
- Beneficial Owner Certification

Business Services
850-488-0035 ext. 2030
BusinessServices@firstcommerce.org

Additional Documentation Needed Depending on Your Type of Business:

Sole Proprietorship

- EIN Assignment Letter *if not using social security number*
- Fictitious Name Registration *if applicable*

Corporation

- EIN Assignment Letter *if not using social security number*
- Active Georgia Corporations Division filing https://ecorp.sos.ga.gov
- Fictitious Name Registration *if applicable*

Limited Liability Company

- EIN Assignment Letter *if not using social security number*
- Active Georgia Corporations Division filing https://ecorp.sos.ga.gov
- Fictitious Name Registration *if applicable*

Limited Partnership

- EIN Assignment Letter *if not using social security number*
- Active Georgia Corporations Division filing https://ecorp.sos.ga.gov
- Fictitious Name Registration *if applicable*

Non-Limited Partnerships

- EIN Assignment Letter *if not using social security number*
- Partnership agreement
- Fictitious Name Registration *if applicable*

Non-Profit: Clubs, Associations or Organizations

- EIN Assignment Letter *if not using social security number*
- Bylaws or Meeting Minutes stating instructions for account opening
- Fictitious Name Registration *if applicable*

- **Any** business using any name other than their legal name (as reflected on Georgia Corporations Division) must have a current trade name registration with the Clerk of Superior Court of the county where the business is primarily located (a copy of which should be retained in the file).
- Please note a business entity using another name could go the route of obtaining a trademark under Georgia law rather than the county specific registration. If a Georgia entity has gone this route, the entity will need to advise the Credit Union accordingly so that the Credit Union can pull the trademark registration from the Georgia trademark database.

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