



# Business Account Application

Individuals, partners and owners of a business must be eligible for membership or be a member(s) in good standing of Philadelphia Federal Credit Union before opening a business account. (Visit pfcu.com to apply for individual membership.)

## 1. Business Identification

Business Name \_\_\_\_\_ Federal Tax ID# (SSN) \_\_\_\_\_

Entity Type      Sole Proprietor      General Partnership      Limited Partnership      LLC      Corporation  
    Unincorporated Organization/Association

Business Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Business Telephone Number \_\_\_\_\_ Business E-mail Address \_\_\_\_\_

## 2. Services Requested

- Business Savings (Regular Shares)** *This account is required to maintain membership. \$5 of your initial deposit will automatically be held. Additional funds enclosed \$ \_\_\_\_\_*
- Free Business Checking** *YES, I want a Free Business Checking Account. Additional funds enclosed \$ \_\_\_\_\_*
- Growth Business Checking** *YES, I want a Growth Business Checking Account. Additional funds enclosed \$ \_\_\_\_\_*
- Business Money Market** *YES, I want a Business Money Market Account. Additional funds enclosed \$ \_\_\_\_\_*
- Business Sweep Savings** *YES, I want a Business Sweep Savings Account. Additional funds enclosed \$ \_\_\_\_\_*
- Free Online Account Access**
  - e-Statements** *(If you select this service, you will not receive paper statements.)*
  - Business Bill Payer** *(Charges may apply for this service. See fee schedule for additional information.)*
- Business Check Card** *Yes, I want a Business Check Card(s). You may have up to four (4) total Check Cards on your business checking account. The first two (2) are FREE. Charges apply for additional cards. See fee schedule for additional information.*

**NOTE:** If this (these) person(s) will be (an) authorized cardholder(s) and is (are) not the owner(s), I/we authorize him/her/them to use the card and I/we accept full responsibility for all charges and/or cash advances just as though I/we made them. If you designate (an) authorized cardholder(s) he/she/they may not order replacement cards or obtain account information. You will receive agreement and disclosure materials specific to this product after your application is processed.

Please issue card(s) in the name(s) listed below. Check Card(s) will be shipped to the business address listed above.

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
*The Business Name will automatically appear on your Check Card.*

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
*The Business Name will automatically appear on your Check Card.*

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
*The Business Name will automatically appear on your Check Card.*

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_  
*The Business Name will automatically appear on your Check Card.*

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_

MBR#: \_\_\_\_\_

**3. Required Documents Checklist** Find your entity type and be sure to include copies of all required items relative to your entity type with your business application to avoid any delays in opening your business account.

**1) Sole Proprietorship:**

**Filed Fictitious Name Certificate** - A fictitious name is a name, style or designation other than the proper name of the person or entity using such name. Any entity or entities (including individuals, corporations, partnerships or other groups) which conduct(s) business in Pennsylvania under an assumed name or 'fictitious' name, shall register that name by filing an application for registration of fictitious name with the Pennsylvania Corporation Bureau. Forms can be found at [www.dos.state.pa.us](http://www.dos.state.pa.us) to register your fictitious name.

**Affidavit of Sole Proprietorship** (enclosed) - Complete this form to confirm your Sole Proprietorship status. Please have notarized.

**Tax ID assignment verification** from the IRS or Social Security Number\*

**Limited Power of Attorney to Act for Sole Proprietor** (enclosed) - Complete this form if you are a Sole Proprietor and wish to grant access to your account(s) to a third party. Please have notarized.

**State or Federally issued photo I.D. for Sole Proprietor and all agents** (i.e. Driver's License, Passport, etc.)

**2) General Partnership:**

**Filed Fictitious Name Certificate** - A fictitious name is a name, style or designation other than the proper name of the person or entity using such name. Any entity or entities (including individuals, corporations, partnerships or other groups) which conduct(s) business in Pennsylvania under an assumed name or 'fictitious' name, shall register that name by filing an application for registration of fictitious name with the Pennsylvania Corporation Bureau. Forms can be found at [www.dos.state.pa.us](http://www.dos.state.pa.us) to register your fictitious name.

**Tax ID assignment verification** from the IRS\*

**Partnership Agreement** - This document represents the terms and conditions in which the partnership operates. It is highly recommended that a formal partnership agreement be completed since this document will describe the rights and responsibilities of all partners as well as their share of any profits.

**Partnership Resolution of Authority** - Complete this form if you are a partnership to verify your partnership status and to list partners and to designate specific powers granted to some or all of the partners. Complete appropriately for general or limited partnerships. This document represents the terms and conditions in which the partnership operates. It is highly recommended that a formal partnership agreement be completed since this document will describe the rights and responsibilities of all partners as well as their share of any profits.

**State or Federally issued photo I.D. for all partners and authorized signers.** (i.e. Driver's License, Passport, etc.)

**3) Limited Partnership:**

**Certificate of Limited Partnership** - This document verifies the official filing of a Limited Partnership. This entity type may require a formal partnership agreement differentiating general partner(s) from limited partner(s).

**Filed Fictitious Name Certificate** - A fictitious name is a name, style or designation other than the proper name of the person or entity using such name. Any entity or entities (including individuals, corporations, partnerships or other groups) which conduct(s) business in Pennsylvania under an assumed name or 'fictitious' name, shall register that name by filing an application for registration of fictitious name with the Pennsylvania Corporation Bureau. Forms can be found at [www.dos.state.pa.us](http://www.dos.state.pa.us) to register your fictitious name.

**Partnership Agreement** - This document represents the terms and conditions in which the partnership operates. It is highly recommended that a formal partnership agreement be completed since this document will describe the rights and responsibilities of all partners as well as their share of any profits.

**Partnership Resolution of Authority** - Complete this form if you are a partnership to verify your partnership status and to list partners and to designate specific powers granted to some or all of the partners. Complete appropriately for general or limited partnerships. This document represents the terms and conditions in which the partnership operates. It is highly recommended that a formal partnership agreement be completed since this document will describe the rights and responsibilities of all partners as well as their share of any profits.

**Tax ID assignment verification** from IRS\*

**State or Federally issued photo I.D. for all partners and authorized signers** (i.e. Driver's License, Passport, etc.)

**4) Limited Liability Company:**

**Articles of Organization** - This document is similar to a corporation's Articles of Incorporation. Any PA LLC must file the articles with the Pennsylvania Corporation Bureau to begin existence. Not a PA business? Please check with your state's Corporation Bureau for required documents.

MBR#: \_\_\_\_\_

**Operating Agreement** - This document is an agreement, similar to a corporation's bylaws, among an LLC's members which govern the LLC's operations and the rights of its members.

**Tax ID assignment verification** from the IRS\*

**Limited Liability Company Authorization Resolution** (enclosed if applicable) - Complete if you are a Limited Liability Company (LLC) to verify your Limited Liability Company status and to designate who can act on behalf of the LLC and in what capacity.

**State or Federally issued photo I.D. for all owners and authorized signers** (i.e. Driver's License, Passport, etc.)

## 5) Corporation:

**Articles of Incorporation** - This document is a primary legal document of a corporation that serves as the corporation's constitution. The contents are prescribed in the general incorporation statutes, and commonly include the corporation's name, period of existence, purpose and power, authorized number of shares, classes of stock, and other conditions of operation. After approving the articles, the state then issues a Certificate of Incorporation. The two documents then become the Charter of Incorporation.

**Corporation Authorization Resolution** (enclosed) - Complete this form to verify your corporation status and to confirm that the corporation wishes to establish a depository relationship with PFCU. This form will also inform PFCU who can act on behalf of the Corporation and in what capacity. Please apply corporate seal where designated.

**Tax ID assignment verification** from the IRS\*

**State or Federally issued photo I.D. for all owners and authorized signers** (i.e. Driver's License, Passport, etc.)

**Bylaws (for non-profit corporations)** These are rules that explain the governing and operation of a corporation. These are usually drawn up immediately after incorporation. They contain procedures for holding meetings, appointments, elections and other management matters. At the initial meeting of the corporation the bylaws are adopted. These rules are not filed with any state agency.

## 6) Unincorporated Organization/Association

**Articles of Association or Charter** - Articles of association are the basic internal rules of operation for a business or non-profit organization that govern what tasks need to be done, what positions are required to perform the necessary functions, and how the processes in place are to be performed.

**Tax ID assignment verification** from the IRS\*

**Not a PA business? Please check with your state's Corporation Bureau or office of the Secretary of your state for required documents.**

**\*Tax ID Assignment Verification from the IRS – (NOT YOUR SALES TAX FORM)** This is also known as your Employer Identification Number (EIN). This is a nine-digit number assigned by the IRS to identify tax accounts of Sole Proprietors, Corporations, Partnerships, LLC's, and other entities. You must have an Tax ID (EIN) if you: a) Have a Keogh Plan; b) Operate as a Corporation or a Partnership; c) Pay wages to one or more employees including household employees.

## 4. Signatures

I/We apply for a Business Account(s) with PFCU and agree to the conditions stated in the Agreements & Disclosures and rules and regulations of PFCU which will be provided to me as required by law. I/We apply for and agree to the stated terms for each service requested on this application. From time to time, PFCU will announce additional services. My/Our use of these services will indicate my/our acceptance of the terms and conditions presented as they are announced. I/We authorize any person, association, firm, corporation, credit bureau or personnel office to furnish information, including credit reports, concerning me/us or my/our affairs and all joint owners upon request of this credit union. I/We understand that I/we (business owners) have the right to request in writing, the nature and scope of the credit union's investigation. Any negative balance created in this account shall bear interest at the highest unsecured loan rate offered by PFCU until paid in full. Repayment of this amount will be the personal obligation of all business partners, or any of them, jointly and severally at the sole discretion of PFCU. I/We understand that it is a federal crime to willfully or negligently provide incomplete or incorrect information on requests made to Federal Chartered Credit Unions insured by the National Credit Union Administration. I/We understand that PFCU will rely on all the information in this membership application to ensure membership eligibility. I/We certify under penalty Title 18, United States Code, Section 1001, et seq. that the information on this application is true and correct. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid back-up withholding. Any financial service provided by PFCU may be used for any transaction permitted by law. You agree that illegal use of any financial service will be deemed an action of default or breach of contract. Use of any financial service in a manner not permitted by law may cause that service or related services to be terminated at PFCU's discretion. You further agree, should illegal use occur, to waive any right to sue PFCU for such illegal use or any activity directly or indirectly related to it. Additionally, you agree to indemnify and hold PFCU harmless from any suits or other legal action or liability, directly or indirectly, resulting from such illegal use.

MBR#: \_\_\_\_\_

Name (print) \_\_\_\_\_ Business Title \_\_\_\_\_

I certify that I am a    U.S. Citizen    Permanent Resident Alien    Non-Permanent Resident

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Work Phone \_\_\_\_\_

PFCU Consumer Account # \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Business Title \_\_\_\_\_

I certify that I am a    U.S. Citizen    Permanent Resident Alien    Non-Permanent Resident

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Work Phone \_\_\_\_\_

PFCU Consumer Account # \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Business Title \_\_\_\_\_

I certify that I am a    U.S. Citizen    Permanent Resident Alien    Non-Permanent Resident

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Work Phone \_\_\_\_\_

PFCU Consumer Account # \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

Name (print) \_\_\_\_\_ Business Title \_\_\_\_\_

I certify that I am a    U.S. Citizen    Permanent Resident Alien    Non-Permanent Resident

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Social Security # \_\_\_\_\_ Date of Birth \_\_\_\_\_ Home Phone \_\_\_\_\_

Driver's License # \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_ Work Phone \_\_\_\_\_

PFCU Consumer Account # \_\_\_\_\_ E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Today's Date \_\_\_\_\_

FOR INTERNAL USE ONLY Teller ID: \_\_\_\_\_ Date: \_\_\_\_\_ Account Number: \_\_\_\_\_

Read the W-9 information and Patriot Act Notice. Follow all instructions that apply.

MBR#: \_\_\_\_\_

**W-9 FORM - INTERNAL REVENUE SERVICE  
TIN CERTIFICATION AND BACKUP WITHHOLDING INFORMATION**

Under penalties of perjury, by the signature(s) above, I/we certify that: (1) The number shown on this form is the account owner's correct taxpayer identification number, (2) The account owner is not subject to backup withholding because: It is exempt from backup withholding, or (b) It has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a failure to report all interest dividends, or (c) the IRS has notified the account owner that it is no longer subject to backup withholding, and (3) the account owner has been organized in the U.S. or is a U.S. person (including a U.S. resident alien).

Instructions: Cross out item (2) above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. Cross out item (3) and complete the appropriate W-8 if you are not a U.S. person (a non-resident alien or a foreign entity not subject to backup withholding).

**U.S.A. Patriot Act**

**Identity Verification Notice**

**Important information about procedures for opening a new account.**

To help our government fight the funding of terrorism and stop money-laundering activities, Federal law requires all financial institutions, including PFCU, 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, Taxpayer Identification Number (TIN) (usually your Social Security Number) and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying document(s). The law requires us to maintain records of the identification verification and periodically update this information.

Please be assured that the same strict confidentiality of your information maintained by PFCU will be continued as required under the **Gramm-Leach-Bliley Privacy Act** and **PFCU's Privacy Policy**.

This credit union is federally insured by the National Credit Union Administration.  
Equal Opportunity Lender Philadelphia Federal Credit Union Form #1001 Rev 3 04/12

MBR#: \_\_\_\_\_