



Public Service Credit Union
7665 Merriman Road
Romulus, MI 48174
734-641-8400

Business Account Opening Checklist

To assist with opening a business account, please refer to the business type below for required documentation. Eligibility requirements differ based on the type of business entity. To open an account, kindly visit one of our 11 branch locations. www.PSCUnow.com/locations

For additional support, visit www.PSCUnow.com/businessresources.

DBA/Sole Proprietorship

- ☐ DBA Certificate
- ☐ Tax ID Verification (Must be issued from the IRS) – If applicable

Limited Liability Company (LLC) & Professional Limited Liability Company (PLLC)

- ☐ Tax ID Verification (Must be issued from the IRS) – If Applicable
- ☐ Articles of Organization
- ☐ Operating Agreement or Corporate Minutes
- ☐ Corporate Resolution (If Applicable)
- ☐ Michigan LARA Annual Statement for LLCs
- ☐ Michigan LARA Annual Report & Annual Statement for PLLCs

Corporation

- ☐ Tax ID Verification (Must be issued from the IRS)
- ☐ Articles of Incorporation
- ☐ Annual Report or Corporate Minutes
- ☐ Corporate Resolution (If applicable)
- ☐ Michigan LARA Annual Report

Non-Profit Organization

- ☐ Tax ID Verification (Must be issued from the IRS)
- ☐ One of the following items:
 - Articles of Incorporation for Non-Profit Corporation filed with the State
 - 501(c)(3)
- ☐ One of the following supporting items:
 - Meeting Minutes
 - Minutes must identify account signers, along with position the individual(s) hold with the organization.
 - Bylaws
 - Must identify name and title of individual(s) who have the ability to manage accounts

Partnership

- ☐ Tax ID Verification (Must be issued from the IRS)
- ☐ Partnership Certificate
- ☐ Partnership Agreement

Campaign/Committee

- ☐ Tax ID Verification (Must be issued from the IRS)
- ☐ Statement of Organization for Candidate Committee (Filed with the State or County)

Valid Identification is required for all account signers and beneficial owners – required for 25% or more of the equity interest holders. For accounts with multiple owners, all business owners must be present with valid photo ID at account opening. Organization must be located in the US and registered in Michigan. (No internet gambling, marijuana related, money services, or IOLTA businesses allowed.)