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MyOCCU.org

New Business Membership Information Checklist

The following is a list of the information that will be needed to begin the process of opening a business membership with OCCU.

BUSINESS INFORMATION

- Business name** (including registered DBA if applicable)
- Tax ID Number (TIN)**
Social Security Number of owner can be used if the entity is a sole proprietorship or an LLC with only one owner. If neither of the above applies, the Tax ID Number must be an EIN issued by the IRS
- State of registration**
Entity must be actively registered with the Secretary of State unless it is a sole proprietorship using the owner's full name. If the business is not registered in the state of Oregon, additional entity documents will be required. Nonprofits also need to provide meeting minutes showing the election of officers, signed by the secretary and one additional officer.
- Nature of the business**
- Physical address of the business**

OWNERSHIP INFORMATION

For Nonprofit Entities Only

One financially responsible individual needs to provide:

- | | |
|--|---|
| <input type="checkbox"/> Full legal name | <input type="checkbox"/> Valid government-issued ID number, issue date and expiration date |
| <input type="checkbox"/> Social Security Number | <input type="checkbox"/> Personal physical address |
| <input type="checkbox"/> Date of birth | |

Any additional individuals wanting to sign on the membership will need to provide the same personal information above and will need to sign paperwork in order to be added to the accounts.

For All Other Entities

Each person who owns 25% or more of the business regardless of whether they want to be on the membership or not needs to provide:

- | | |
|--|---|
| <input type="checkbox"/> Full legal name | <input type="checkbox"/> Personal physical address |
| <input type="checkbox"/> Percentage of entity ownership | <input type="checkbox"/> Personal phone number |
| <input type="checkbox"/> Personal Social Security Number or Tax ID Number | <input type="checkbox"/> Valid government-issued ID number, issue date and expiration date |
| <input type="checkbox"/> Date of birth | |

Due to heightened risk to the Oregon Community Credit Union Membership and/or enhanced regulatory and legal requirements associated with certain industries, entities, or persons, organizations engaged in the following affiliated businesses are not eligible for OCCU membership:

- Third party payment processors (money service business)
- Medicinal or recreational cannabis sales (including hemp)
- Embassies and foreign consulates
- Adult entertainment establishments
- Psilocybin and other federally controlled schedule 1 substance sales
- Foreign exchange houses
- Gambling businesses
- Pouch activity (negotiable instrument/currency courier services)
- Private banking
- Foreign correspondent accounts
- Privately owned ATMs
- Politically exposed persons (PEP)