

Business Services/Account Opening Checklist

Please note: The following list is a general guideline. Your Business Relationship Officer may request additional documentation during the processing of your account opening, such as state-specific documents.

Provided by Member:

- All owners must qualify for membership at American Airlines Federal Credit Union. Please provide Name and Consumer Member Number for each Owner or Officer.
- Name of each Authorized Signer
- Verification of the Tax Identification Number for the Business (EIN or SSN)
- SSN for each Owner and Authorized Signer
- Copy of Driver's License from each Owner and Authorized User
- Business Documentation: **Original Document must be provided.**
(The following documents depend on *entity* type.)
 - DBA** – Assumed Name or Fictitious Name Certificate
 - Partnership** – Partnership Agreement
 - LLP** – Registration of Partnership filed with Secretary of State
(and) Partnership Agreement
 - LLC** – Certificate of Organization or State Filing
(and) Articles of Organization / Operating Agreement
 - Corporation** – Corporate Charter or Certificate of Incorporation
(or) Articles of Incorporation / Operating Agreement
 - Not-For-Profit / Other** – By-Laws or Charter
(and) Minutes reflecting elected authorized signers or letter signed by the President on letterhead authorizing the establishment of the account and respective signers

Provided by the Credit Union

- Authorization Designation or Corporate Resolution
- Business Account Card