

## Opening a Business Account?



# BUSINESS

Please provide the following:

- Tax identification number for all entities
- Sole Proprietorship
  - Assumed Business Name registration
- Partnership
  - Assumed Business Name registration
  - Written Partnership Agreement
  - Verification registration is current
- Limited Liability Company
  - Articles of Organization
  - Signed Operating Agreement
  - Verification registration is current
- Corporations
  - Articles of Incorporation
  - Signed Corporate Bylaws
  - Verification registration is current

Please provide company resolutions or meeting minutes authorizing banking activities if not addressed in company organizational documents. Helpful websites:

[http://www.ehow.com/how\\_4480644\\_register-business-name-oregon.html](http://www.ehow.com/how_4480644_register-business-name-oregon.html)

<http://www.filinginoregon.com/business/index.html>

<http://www.sba.gov/smallbusinessplanner/start/choosestructure/index.html>

[http://www.toolkit.com/small\\_business\\_guide/index.aspx](http://www.toolkit.com/small_business_guide/index.aspx)

  
**MidOregon**  
Credit Union  
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## Applying for a business loan?



# BUSINESS

Please provide the following  
in addition to the items  
on Page 1:

- Mid Oregon Credit Union Application
- Personal Financial Statement that is current within 90 days.
- Personal Tax Returns- 3 years, including all schedules and attachments.
- Business Tax Returns- 3 years, including all schedules and attachments, K-1 forms, etc.
- Year to Date income statement\* and balance sheet\* dated as of the end of the month.
- Business Debt Schedule with terms, balances, and collateral description.
- Description of collateral to be pledged.
- Other items could include:
  - Accounts receivable aging\*
  - Accounts payable aging\*
  - Resumes of key individuals
  - Organizational chart
  - Business Plan
  - Projections

Note: “\*” exhibits should have the same dates.

