

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:

www.sba.gov

www.bizcenter.org

www.filinginoregon.com

www.toolkit.com


MidOregon
Credit Union
good friends. great service.®

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Applying for a business loan?



BUSINESS

Please provide the following in addition to the items on the reverse side.

- 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.

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