

Business Account Requirements

Membership Qualifications:

All owners/managers of a business must qualify for RBFCU membership.

Corporation (For Profit or Non-Profit)

All legal directors/stockholders must qualify for RBFCU membership or the entity must qualify on its own standing as an association of persons standing as a select group defined within our membership charter.

Organization (Unincorporated Association or Club)

All signers must qualify for RBFCU membership.

Designation of Beneficial Ownership

The following information is required for individuals owning 25% or more to entities being established or updated:

- Name
- Date of birth
- Residential address
- Social Security number or tax identification number
- Valid government-issued ID (e.g., driver's license, U.S. military ID, passport)

Additionally, one individual (control person) must be designated with significant responsibility to manage the legal entity being established or updated such as:

- An executive officer or senior manager (e.g., chief executive officer, chief financial officer, chief operating officer, managing member, general partner, president, vice president, treasurer); or any other individual who regularly performs similar functions

RBFCU will provide the following internal forms for applicable entity types:

- Non-Personal Account Application to be completed and signed by all authorized signers
- Business Depository Resolution to be signed by all designated business owners
- Certification of Beneficial Ownership to be signed by the designated control person for the entity

Sole Proprietorship:

- All owners that will be on the account must have an RBFCU Primary Savings Account
- Assumed Name Certificate (DBA) must be filed with the Texas County Clerk office in the county where the business is being conducted
- Social Security number or IRS Form CP-575 or 147C with EIN Number (if applicable)
- Valid government-issued ID for all account signers (e.g., driver's license, U.S. military ID, passport)

General Partnership:

- All owners that will be on the account must have an RBFCU Primary Savings Account
- Assumed Name Certificate (DBA) must be filed with the Texas County Clerk office in the county where the business is being conducted
- IRS Form CP-575 or 147C with EIN Number
- Valid government-issued ID for all partners and account signers (e.g., driver's license, U.S. military ID, passport)

Limited Partnership (LP):

- All owners that will be on the account must have an RBFCU Primary Savings Account
- Certification of Limited Partnership listing management must be filed with the Texas Secretary of State
- Assumed Name Certificate (DBA) must be filed with the Texas Secretary of State (if applicable)
- IRS Form CP-575 or 147C with EIN Number
- Valid government-issued ID for all partners and account signers (e.g., driver's license, U.S. military ID, passport)

Business Account Requirements Continued:

Limited Liability Partnership (LLP):

- All owners that will be on the account must have an RBFCU Primary Savings Account
- Certification of Limited Partnership listing management must be filed with Texas Secretary of State
- Assumed Name Certificate (DBA) must be filed with the Texas Secretary of State (if applicable)
- IRS Form CP-575 or 147C with EIN Number
- Valid government-issued ID for all partners and account signers (e.g., driver's license, U.S. military ID, passport)

Corporation (For-Profit or Nonprofit):

- All owners/directors that will be on the account must have an RBFCU Primary Savings Account
- Articles of Incorporation listing director(s) must be filed with the Texas Secretary of State
- Assumed Name Certificate (DBA) must be filed with the Texas Secretary of State (if applicable)
- IRS Form CP-575 or 147C with EIN Number
- Valid government-issued ID for all account signers (e.g., driver's license, U.S. military ID, passport)
- Meeting minutes on letterhead listing all account signatories legal names with designation of authority to operate on the business account(s) must be signed by a current Director of the corporation with the title of President, Secretary, or Treasurer. (Note: Meeting minutes are not required if all current directors listed on the Articles of Incorporation are present at account opening.)

Limited Liability Company (LLC):

- All owners that will be on the account must have an RBFCU Primary Savings Account
- Certificate of Formation listing management must be filed with the Texas Secretary of State
- Assumed Name Certificate (DBA) must be filed with the Texas Secretary of State (if applicable)
- IRS Form CP-575 or 147C with EIN Number
- Valid government-issued ID for all owners and account signers (e.g., driver's license, U.S. military ID, passport)

Organization (Unincorporated Association or Club):

- All signers must qualify for RBFCU Membership
- IRS Form CP-575 or 147C with EIN Number
- Valid government-issued ID for all account signers (e.g., driver's license, U.S. military ID, passport)
- Unincorporated Association or Club Account Certification and Authorization will designate authority of account signers and must be signed by all authorized signers

Campaign Accounts:

- Candidate must have an RBFCU Primary Savings Account
- IRS Form CP-575 or 147C with EIN Number
- Valid government-issued ID for all account signers (e.g., driver's license, U.S. military ID, passport)
- Non-Personal Account Application must be completed and signed by all authorized signers
- CTA Form (Appointment of a Campaign Treasurer by a Candidate) filed in the appropriate jurisdiction

*For other entity types, including but not limited to franchise and satellite church, please contact
Remote Member Assistance at 210-967-2436.

210-967-2436
Federally insured by NCUA

