



Opening business accounts at Williams Lake and District Credit Union

Checklist of required documents and identification

What you'll need to bring

Please note all documents must be original.

Sole Proprietorship

- Registration of the sole proprietorship from the appropriate registry
- Canada Revenue Agency issued business number
- Registration of trade name(s) (if applicable)
- Two pieces of acceptable identification (see list at right)
- Full legal name, date of birth, physical and mailing addresses, telephone numbers, name of employer, and occupation

Partnership

- Two pieces of acceptable identification (see list at right) for all partners who own or control 25% or more of the business, and for all signors
- Full legal name, date of birth, physical and mailing addresses, telephone numbers, name of employer, and occupation for each partner, and for all signors

General Partnership

- Partnership agreement
- Municipal business license (not required of the business is only the partners' names), or
- Statement of Registration including CRA issued business number
- Registration of Trade Name (if applicable)

Limited Partnership

- Declaration of limited partnership
- Partnership agreement

Limited Liability Partnership (LLP)

- Municipal business license
- Partnership agreement

Joint Venture

- Resolution of the board of directors or partnership
- Further documentation will be required based on the structure of each party of the joint venture (e.g. if the parties are corporations, see the Corporation section below)

Acceptable Types of Identification

- All ID must be valid and cannot be expired
- Each piece of ID must contain a unique number used to issue the document
- All ID presented must be original (no photocopies)
- ID must contain either two pieces from the Primary list below, or one piece of Primary and one piece of Secondary (as listed below)

Primary Identification

- Driver's License
- Passport
- Provincial Identification Card
- *Provincial ID Card must be accompanied by two pieces of Secondary Identification*

Secondary Identification

- Health Care Card (where permissible)
- Birth Certificate
- Secure Certificate of Indian Status
- Major Credit Card

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Unincorporated Association

- Meeting minutes containing a resolution appointing the signors
- Constitution of the association or organization chart showing the various board positions
- Two pieces of acceptable identification for all signors (see list above)
- Full legal name, date of birth, physical and mailing addresses, telephone numbers, name of employer, and occupation for each partner, and for all signors

Corporation (including Registered Societies and Strata Corporations)

- Certificate of Incorporation
 - Complete Memorandum and Articles of Incorporation, including any amendments
 - Certificate of Good Standing, Status, or Compliance
 - Registration of trade name(s) (if applicable)
 - Canada Revenue Agency issued business number
 - Minute book
 - Constitution and Bylaws (if a Registered Society)
 - Two pieces of acceptable identification (see list above) for all partners who own or control 25% or more of the business, and for all signors
 - Full legal name, date of birth, physical and mailing addresses, telephone numbers, name of employer, and occupation for each partner, and for all signors
 - If incorporated prior to April 2004, a copy of the Transition Application
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Changing signors on business accounts

There is no cost for changing signors once per calendar year. If additional changes are required within a calendar year, a nominal fee applies.

Unincorporated Association

- Meeting minutes containing a resolution appointing the new signors and listing signatories to be removed (minutes must be signed by two of the current account signatories)
- Two pieces of acceptable identification for all signors (see list above)
- Full legal name, date of birth, physical and mailing addresses, telephone numbers, name of employer, and occupation for each partner, and for all signors

Corporation (including Registered Societies and Strata Corporations)

- Company Summary or Society Summary listing the updated directors
- Meeting minutes containing a resolution appointing the new signors and listing signatories to be removed (minutes must be signed by two of the current account signatories)
- Two pieces of acceptable identification for all signors (see list above)
- Full legal name, date of birth, physical and mailing addresses, telephone numbers, name of employer, and occupation for each partner, and for all signors

