



340 N. Milwaukee Avenue
Vernon Hills, IL 60061

Fax: 847-932-8053
BusinessAccount@bcu.org

Business Account Checklist

All Business Accounts must be opened with the proper documentation. In addition to completing the New Business Account Request Form, the business member must complete and/or submit the following documents:

- ☐ Business Account Card
- ☐ Authorization Designation form
- ☐ New Business Account Addendum
- ☐ Wire Transfer Authorization (if applicable)

Sole Proprietor/DBA (Doing Business As)

- ☐ Social Security number (SSN) of owner OR Taxpayer Identification Number (TIN) of business
- ☐ Copy of filed Assumed Name Certificate (Trade Name Affidavit) or Business License

The following is a list of links where the appropriate forms can be found:

[Illinois Secretary of State Business Web site](#)

[Cook County Clerk's Office Web site](#)

[Lake County Web site](#)

[DuPage County Web site](#)

[Kenosha County Register of Deeds Web site](#)

[McHenry County Web site](#)

Partnership or Limited Partnership

- ☐ TIN of Partnership
- ☐ Copy of Partnership Agreement
- ☐ Copy of Business License

Corporation or Professional Corporation

- ☐ TIN of Corporation
- ☐ Copy of Articles of Incorporation
- ☐ Copy of By Laws

Limited Liability Company/Partnership (LLC) (LPA) (LLP) (LLLLP)

- ☐ TIN of LLC
- ☐ Copy of Articles of Organization/Partnership
- ☐ Copy of Operating Agreement

Non-Profit Association or Club

- ☐ TIN of Association/Organization or SSN of authorized signer
- ☐ Copy of Articles of Organization and any Resolutions
- ☐ By-Laws or Meeting minutes stating the individuals or positions authorized to establish or conduct business on behalf of the club or organization, signed by the president or officers of the organization.