

**WASHINGTON Business Membership Required Documentation**  
**Additional Documents will be required for Business Credit & Loan Requests**

Sole Proprietorship	General Partnership	Corporation
<ul style="list-style-type: none"> <li>• Proof of Active Status and Filing per Washington Business Licensing*</li> <li>• ID (2 pieces) for each Authorized Signer</li> <li>• Sole Proprietor's SSN or EIN</li> <li>• Sole Proprietor is required to be an Authorized Signer</li> </ul> <p>* Not required if business name contains the "real and true" name of the proprietor.</p>	<ul style="list-style-type: none"> <li>• Proof of Active Status and Filing per Washington Business Licensing*               <ul style="list-style-type: none"> <li>◦ Partnership Agreement</li> </ul> </li> <li>• ID (2 pieces) for each Authorized Signer</li> <li>• A Partner's SSN or EIN</li> <li>• All General Partners are required to be Authorized Signers.</li> </ul> <p>* Not required if business name contains the "real and true" names of all General Partners.</p>	<ul style="list-style-type: none"> <li>• Proof of Active Status and Filing Washington Business Licensing               <ul style="list-style-type: none"> <li>◦ Articles of Incorporation</li> <li>◦ Corporate Resolution</li> <li>◦ Corporate Bylaws</li> </ul> </li> <li>• ID (2 pieces) for each Authorized Signer</li> <li>• EIN is required</li> <li>• At least two Officers are required to be Authorized Signers*</li> </ul> <p>*One individual may sign reflecting they hold multiple titles.</p>
Limited Partnership (LP)	Limited Liability Partnership (LLP)	Limited Liability Company (LLC)
<ul style="list-style-type: none"> <li>• Proof of Active Status and Filing per Washington Business Licensing               <ul style="list-style-type: none"> <li>◦ Certificate of Limited Partnership</li> <li>◦ Partnership Agreement</li> </ul> </li> <li>• ID (2 pieces) for each Authorized Signer</li> <li>• EIN is required</li> <li>• At least one General Partner must be an Authorized Signer (unless otherwise specified in the agreement).</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Active Status and Filing per Washington Business Licensing               <ul style="list-style-type: none"> <li>◦ Partnership Agreement</li> <li>◦ State Registry LLP Registration</li> <li>◦ LLP Registration</li> </ul> </li> <li>• ID (2 pieces) for each Authorized Signer</li> <li>• EIN is required</li> <li>• At least one General Partner is required to be an Authorized Signer.</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Active Status and Filing Washington Business Licensing               <ul style="list-style-type: none"> <li>◦ State Registry for LLC</li> <li>◦ Certificate of Formation</li> <li>◦ Articles of Origination</li> <li>◦ Operating Agreement</li> </ul> </li> <li>• ID (2 pieces) for each Authorized Signer</li> <li>• SSN of Sole Member or EIN is required</li> <li>• At least one Member is required to be an Authorized Signer.</li> </ul>
Unincorporated Association/Clubs	<p><a href="#">State of Washington Business Licensing</a></p> <p><a href="#">Greater Vancouver Chamber of Commerce</a></p> <p><a href="#">Washington Small Business Development Centers</a></p>	
<ul style="list-style-type: none"> <li>• Review Meeting Minutes, Board Resolution or Bylaws</li> <li>• ID (2 pieces) for each Authorized Signer</li> <li>• EIN is required</li> </ul>		

Authorized Signers are authorized to act on behalf of the **Business** and are authorized to transact any business of any nature with OnPoint and take any action regarding the accounts. Authorized Signers must complete the Business Membership Application/Update indicating his or her title or position with the Company (i.e. General Partner, Limited Partner, President). Authorized Signer changes require a Business Account Authorized Signer Change form.

**Member Services**  
503.228.7077  
800.527.3932

**Savings Rate Information**  
503.228.7077

**www.onpointcu.com**

