

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"> • Proof of Active Status and Filing per Washington Business Licensing* • ID (2 pieces) for each Authorized Individual • Sole Proprietor's SSN or EIN • Sole Proprietor is required to be an Authorized Individual <p>* Not required if business name contains the "real and true" name of the proprietor.</p>	<ul style="list-style-type: none"> • Proof of Active Status and Filing per Washington Business Licensing* <ul style="list-style-type: none"> ○ Partnership Agreement • ID (2 pieces) for each Authorized Individual • A Partner's SSN or EIN • All General Partners are required to be Authorized Individuals, unless otherwise specified in the Agreement • Beneficial Owner and Control Person ID** <p>* Not required if business name contains the "real and true" names of all General Partners.</p>	<ul style="list-style-type: none"> • Proof of Active Status and Filing Washington Business Licensing <ul style="list-style-type: none"> ○ Articles of Incorporation ○ Corporate Resolution ○ Corporate Bylaws • ID (2 pieces) for each Authorized Individual • EIN is required • At least two Officers are required to be Authorized Individuals* • Beneficial Owner and Control Person ID** <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"> • Proof of Active Status and Filing per Washington Business Licensing <ul style="list-style-type: none"> ○ Certificate of Limited Partnership ○ Partnership Agreement • ID (2 pieces) for each Authorized Individual • EIN is required • At least one General Partner must be an Authorized Individual, unless otherwise specified in the Agreement. • Beneficial Owner and Control Person ID** 	<ul style="list-style-type: none"> • Proof of Active Status and Filing per Washington Business Licensing <ul style="list-style-type: none"> ○ Partnership Agreement ○ State Registry LLP Registration ○ LLP Registration • ID (2 pieces) for each Authorized Individual • EIN is required • At least one General Partner is required to be an Authorized Individual • Beneficial Owner and Control Person ID** 	<ul style="list-style-type: none"> • Proof of Active Status and Filing Washington Business Licensing <ul style="list-style-type: none"> ○ State Registry for LLC ○ Certificate of Formation ○ Articles of Origination ○ Operating Agreement • ID (2 pieces) for each Member, Managing Member/Authorized Individual • SSN of Sole Member or EIN is required • At least one Member is required to be an Authorized Individual • Beneficial Owner and Control Person ID**
Unincorporated Association/Clubs	<p>WA State Department of Revenue-Business Licensing</p> <p>Washington Secretary of State</p> <p>Washington Small Business Development Centers</p>	
<ul style="list-style-type: none"> • Review Meeting Minutes, Board Resolution or Bylaws • ID (2 pieces) for each Authorized Individual • EIN is required 		

Applicable for all entity types except Sole Proprietorship and Unincorporated Association/Clubs

** Name, Address, Date of Birth and SSN or ITIN for all Beneficial Owners who own 25% or more equity interests in the business

** Name, Address, Date of Birth and SSN or ITIN for a control person (An individual with significant responsibility for managing the business)

**Only one signer needs to sign and attest to the beneficial owner and control person ID information

Member Services

503.228.7077/800.527.3932

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