

# Opening business accounts at Meridian Credit Union

## Checklist of required documents and identification

**What you need to bring** (Please note: All documents must be originals)

### Sole proprietorship

- ✓ Master business licence (not required if name of business is only the owner's name, for example, John Member), *or*
- ✓ Professional practice licence, if applicable *and*
- ✓ Two pieces of acceptable identification (see list at right) for the sole proprietor and all signing officers
- ✓ Full legal name, date of birth, address, phone number, employer, and occupation

### Partnership

- ✓ Two pieces of acceptable identification (see list) for partners who own/control 25% or more of the business and all signing officers
- ✓ Full legal name, date of birth, address, phone number, employer name, address, and occupation

### General partnership

- ✓ Master business licence (not required if name of business is only the owners' names, for example, John Member and Jane Member), *or*
- ✓ Professional practice licence, if applicable, *and*
- ✓ Partnership agreement, if available

### Limited partnership

- ✓ Declaration of limited partnership and partnership agreement, *and*
- ✓ Partnership agreement

### Limited liability partnership

- ✓ Master business licence, *and*
- ✓ Partnership agreement

### Acceptable Types of Identification

- All ID must be valid and cannot be expired.
- It must have a unique number used to issue the document.
- All ID presented must be original.
- Photocopied ID is not acceptable.
- 2 pieces from Part A, or 1 piece from Part A and 1 piece from Part B.
- Acceptable foreign ID must: be as above and equivalent to 2 types from Part A.

### Part A

- Birth certificate issued in Canada
- Canadian Passport
- Ontario Photo Card
- Certificate of Canadian Citizenship or Certificate of Naturalization (paper document or laminated card, but not a commemorative issue)
- Certificate of Indian Status issued by the Government of Canada
- Correctional Service Canada Identification card with the individual's name and photo
- Driver's licence issued in Canada, as permitted to be used for identification purposes under provincial law
- Document or card, with the individual's photo and signature, issued by any of the following or their successors: Alberta Registries, Department of Government Service and Lands of the province of Newfoundland and Labrador, Department of Service, Nova Scotia and Municipal Relations, Department of Transportation and Public Works of the Province of Prince Edward Island, Department of Transportation of the Northwest Territories, Insurance Corporation of British Columbia, Saskatchewan Government Insurance, Service New Brunswick, Department of Community Government and Transportation of the Territory of Nunavut
- Government of Canada employee identity card with the individual's name and photo

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### Unincorporated association

- ✓ Two pieces of acceptable identification (see list) for all authorized officers and all signing officers
- ✓ Full legal name, date of birth, address, phone number, employer name, address, and occupation

### Formal structure

- ✓ Memorandum of association or the constitution disclosing names and titles of officers and signers

### Informal structure

- ✓ A document or a letter from the association indicating who has the authority to open and operate the account

### Corporations – business / not-for-profit / condominium

- ✓ Certificate and articles of incorporation or letters patent (plus amendments, if applicable)
- ✓ Master business licence (in the case of a corporation carrying on a business under a name other than its corporate name)
- ✓ Franchise agreement, if applicable
- ✓ Canada Revenue Agency registration number (if soliciting donations from the public)
- ✓ Declaration under the Land Titles Act (condominium corporations), *and*
- ✓ Excerpt from the condominium corporation's agreement with the property management firm that shows the firm has been appointed to do the banking (condominium corporations)
- ✓ Most recent filing with the business incorporating jurisdiction, listing the directors and trade name registration(s), if applicable (for corporations outside Canada) *and*
- ✓ Two pieces of acceptable identification (see list) for beneficial owners who directly or indirectly own or control 25% or more of the shares of the corporation, all authorized officers (those who can bind the corporation) and all signing officers, *and*
- ✓ Full legal name, date of birth, address, phone number, employer name, address, and occupation
- ✓ Full legal name and occupation of Directors

- Library card – accepted for youths (18 years old and younger) only
- Liquor Control Board Age of Majority (BYID) Card
- Municipal, provincial or federal police force identification
- Permanent Resident (PR) Card or Citizenship and Immigration Canada Form IMM 1000, IMM 1442 or IMM 5292
- Acknowledgment of Intent to Claim Refugee Status with photo IMM 7703
- Refugee Status Claim (IMM 1434)
- Provincial hunting / fishing licence (Outdoor Card)
- Old Age Security (OAS) identification card issued by the Government of Canada
- Student card with the individual's photo – can be accepted for minors only (under the age of 18)

### Part B

- Debit card issued by a member of the Canadian Payment Association bearing the individual's name and signature
- Credit card issued by a member of the Canadian Payment Association bearing the individual's name and signature
- Canadian firearms licence
- Canadian Forces Identification card
- Canadian National Institute for the Blind (CNIB) card with the individual's photograph and signature
- Certificate of Registration of Birth Abroad
- Certificate of Retention of Canadian Citizenship
- Employee identity card, issued by an employer that is well known in the community
- Senior citizen's privilege card issued by a well-known and reputable retail store, with the individual's name
- Veterans Affairs Canada