

**Business Accounts:
Required Documentation and Information**

Sole Proprietorship

- Valid tax identification number for the business (SSN or EIN)
- Internal Revenue Service documentation:
 - If using an EIN, letter or printout from the IRS, or copy of prior year filed tax return, showing the EIN and business name.
- One of the following:
 - Current Business License/Registration/Permit
 - State of New Mexico Taxation and Revenue Department Registration Certificate AND current Business License/Registration/Permit.
 - If business is in a rural county that does not issue a business license, contact Quality Assurance for assistance.
- Valid government-issued photo identification for each signer
- Valid social security number for each signer
- The Business Membership Signature Card must be signed by all authorized signers before the membership can be opened.

Limited Liability Company (LLC)

- Valid tax identification number for the business (EIN; or SSN/EIN for Single-Member LLC)
- Internal Revenue Service documentation:
 - If using an EIN, letter or printout from the IRS, or copy of prior year filed tax return, showing the EIN and business name.
- Valid government-issued photo identification for each signer
- Valid social security number for each signer
- Filed Articles of Organization and, if applicable, any amendments.
- If not included in the Articles of Organization, Operating Agreement specifying who is authorized to establish membership on behalf of the LLC.
- LLC must be registered and in good standing with the New Mexico Secretary of State (SOS).
- The Business Membership Signature Card must be signed by all authorized signers before the membership can be opened.

Additional documentation may be required.

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Partnership

- Valid tax identification number for the business (EIN)
- Internal Revenue Service documentation showing the EIN and business name (e.g., letter or printout from IRS, or copy of prior year filed tax return)
- Valid government-issued photo identification for each signer
- Valid social security number for each signer
- Filed Partnership Agreement
- If not included in the Partnership Agreement, Partnership Resolution specifying who is authorized to establish membership on behalf of the partnership.
- The Business Membership Signature Card must be signed by all authorized signers before the membership can be opened.

Corporation

- Valid tax identification number for the business (EIN)
- Internal Revenue Service documentation showing the EIN and business name (e.g., letter or printout from IRS, or copy of prior year filed tax return)
- Valid government-issued photo identification for each signer
- Valid social security number for each signer
- Filed Articles of Incorporation and, if applicable, any amendments.
- If not included in the Articles of Incorporation, By-Laws or Corporate Resolution specifying who is authorized to establish membership on behalf of the corporation.
- Corporation must be registered with the New Mexico Secretary of State (SOS) and must be Active and in Good Standing with the SOS.
- The Business Membership Signature Card must be signed by all authorized signers before the membership can be opened.

Organization

- Valid tax identification number for the organization (EIN)
- Internal Revenue Service documentation showing the EIN and organization name (e.g., letter or printout from IRS, or copy of prior year filed tax return)
- Valid government-issued photo identification for each signer
- Valid social security number for each signer
- Documentation about the Organization (Charter, By-Laws, Minutes, Letter, etc.) specifying who is authorized to establish membership on behalf of the organization
- Organization Authorization to Open Account and Transaction Agreement (credit union form) listing individuals authorized to transact, and signed by an authorized individual.
- If an Albuquerque Public Schools (APS) organization, a letter authorizing the use of APS tax identification number (EIN) is required.
- The Business Membership Signature Card must be signed by all authorized signers before the membership can be opened.

Additional documentation may be required.