The intention of this checklist is to provide a general guide of the documentation requirements to establish a business membership with Kinecta Federal Credit Union and does not guarantee the approval to open the membership. Additional documentation may be requested at our discretion.

<table>
<thead>
<tr>
<th>BUSINESS TYPE</th>
<th>REQUIRED BUSINESS INFORMATION AND DOCUMENTATION</th>
</tr>
</thead>
</table>
| Sole Proprietorship | □ Social Security Number or EIN Number  
 □ Business License/Seller’s Permit (if required by City in which the business operates)  
 □ Filed Fictitious Business Name Statement (only required if DBA does not reference the last name of the owner or if business name suggests multiple owners in the title, i.e. “Smith & Sons”)¹ |
| General Partnership² | □ EIN Number  
 □ Partnership Agreement  
 □ Business License/Seller’s Permit (if required by City in which the business operates)  
 □ Filed Fictitious Business Name Statement, if applicable (only required if business operates under a name other than the legal name)¹ |
| Limited Partnership² | □ EIN Number  
 □ Business License/Seller’s Permit (if required by City in which the business operates)  
 □ Filed Certificate of Limited Partnership Form LP-1  
 □ Filed Fictitious Business Name Statement, if applicable (only required if business operates under a name other than the legal name)¹ |
| Non-Profit Organization/Association³ | □ EIN Number  
 □ By-Laws or Charter  
 □ IRS Ruling on Tax Exemption 501c Letter  
 □ Authorization Letter or Minutes Stating authorized signer  
 □ Filed Fictitious Business Name Statement, if applicable (only required if business operates under a name other than the legal name)¹ |
| Corporation² | □ EIN Number  
 □ Filed Articles of Incorporation  
 □ Filed Statement of Information  
 □ Corporate Resolution – must be completed, signed, and dated by corporate secretary  
 □ Filed Fictitious Business Name Statement, if applicable (only required if business operates under a name other than the legal name)¹ |
| Limited Liability Company² | □ EIN Number  
 □ Filed Articles of Organization Form LLC-1  
 □ Filed Statement of Information Form LLC-12  
 □ Operating Agreement  
 □ Filed Fictitious Business Name Statement, if applicable (only required if business operates under a name other than the legal name)¹ |
| Unincorporated Association (i.e. Clubs, bowling leagues, etc.) | □ EIN Number  
 □ By-Laws or Charter  
 □ Authorization Letter or Minutes Stating authorized signer  
 □ Filed Fictitious Business Name Statement, if applicable (only required if business operates under a name other than the legal name)¹ |

**NOTE:** Entities formed outside of California must provide a filed copy of a Foreign Designation or Registration or Certificate issued by the state of California, specific to the entity type that it is registered to do business in the state of California.

In addition to the above-referenced information and documentation, Kinecta requires the following information for each signer:

<table>
<thead>
<tr>
<th>Primary ID - This ID must include the current legal name</th>
<th>Secondary ID - You must bring this along with the Primary ID and Proof of Residence (if primary ID does not show the current residence)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• State Issued Driver’s License</td>
<td>• Signed, unexpired credit card</td>
</tr>
<tr>
<td>• State Issued Identification Card</td>
<td>• Employment/Work ID</td>
</tr>
<tr>
<td>• U.S. Passport</td>
<td>• Military ID</td>
</tr>
<tr>
<td>• Alien Registration Card</td>
<td>• Medicare or Medicaid Card</td>
</tr>
<tr>
<td>• Government Issued Employment Authorization Card</td>
<td>• Current Utility Bill</td>
</tr>
<tr>
<td>• Military ID</td>
<td></td>
</tr>
</tbody>
</table>

**PROHIBITED BUSINESSES**

While not an all-inclusive list, Kinecta will not open a business account for the following types of businesses: Limited Liability Partnerships, foreign (non-US), a money service business (MSB), liquor/convenience store that offers MSB services (i.e. check cashing), gambling and/or casinos (including online), marijuana related business, merchant processor, offshore and/or shell company, privately owned ATMs, bitcoin/virtual currency, an Interest on Lawyer’s Trust Account (IOLTA), or a “payable through” account such as accounts for money managers and financial advisors.

¹Filed Fictitious Business Name Statement, if applicable – 1) Must not be less than 30 days; 2) Proof of Publication required (copy of newspaper publication or Certificate of Proof of Publication)  
²Requires the names and identification for EACH individual that has 25% or more Beneficial Ownership in the Legal Entity; and ONE individual that has significant managerial control of the Legal Entity.  
³Requires the name and identification for ONE individual that has significant managerial control of the Legal Entity.