

1 Eligibility Requirements

- Your business must be located within VyStar Credit Union's field of membership.
- All Beneficial Owners* and individuals that wish to transact on the account(s) must be individually eligible for membership and all personal accounts with VyStar must be in good standing.
- The business account must be listed as "active" on Sunbiz.org, if operating in Florida or Ecorp.sos.ga.gov, if operating in Georgia.
- The Certification of Beneficial Owner(s) Form must be completed for all Legal Entities.
- Any individual that will transact on the account(s) must sign the Business Membership Application to authorize account opening and agree to be on the account.
- A valid/current form of government issued ID must be provided for all Beneficial Owners* and any individuals that wish to transact on the account(s).

2 How to join:

- Visit any of our branches with the information listed below for your business type.
- For membership questions, visit your local branch or contact Business Services at (904) 908-2292.

3 What you need to bring with you, based on your business type:

• Sole Proprietorship

- Fictitious name filing with State of Florida/Georgia if using a DBA name
- Proof of Federal Tax ID Number (if not using personal Social Security Number) evidenced by IRS Letter, Business Tax Return Document or Tax Payment Coupon
- Verification of principal business address for the business

• General Partnership/Limited Partnership

- Copy of Partnership Agreement listing ownership percentages
- Proof of Federal Tax ID Number evidenced by IRS Letter, Business Tax Return Document or Tax Payment Coupon
- Verification of principal business address for the business
- Fictitious Name Filing if Applicable
- Completed Certification of Beneficial Owner(s) Form

• Limited Liability Company

- Articles of Organization, Latest Amendment or most recent Annual Report, Operating Agreement or K1 Tax Document (Document must list current Beneficial Owners)
- Proof of Federal Tax ID Number (if not using personal Social Security Number) evidenced by IRS Letter, Business Tax Return Document or Tax Payment Coupon
- Verification of principal business address for the business
- Active fictitious name filing with LLC listed as owner (if using DBA)
- Completed Certification of Beneficial Owner(s) Form

• Corporation

- Articles of Incorporation, latest Amendment, most recent Annual Report Bylaws, K1 Tax Document, Corporate Resolution or Shareholder's Agreement (Document must list Beneficial Owners)
- Proof of Federal Tax ID Number evidenced by IRS Letter, Business Tax Return Document or Tax Payment Coupon
- Verification of principal business address for the business
- Active fictitious name filing with Corporation listed as owner (if using DBA)
- Completed Certification of Beneficial Owner(s) Form

• Clubs/Organizations/Non-Profit

- Articles of Incorporation (if Incorporated), latest Amendment, most recent Annual Report, Bylaws or Minutes stating the officers representing the organization
- A letter from the organization that acknowledges the account opening, confirms the identity of the organization's members authorized to open the accounts, and signed by the authorized officers representing the organization
- Proof of Federal Tax ID Number evidenced by IRS Letter, Business Tax Return Document or Tax Payment Coupon (if small club operating under another group, letter from sponsoring organization authorizing use of EIN required)
- Verification of principal business address for the business
- If Incorporated, Section II completed of the Certification of Beneficial Owner(s) Form detailing an Officer/Director listed in the provided documentation stating the officers representing the organization.

All new memberships are subject to review and approval. Credit union programs, services, rates, terms and conditions are subject to change at any time without notice. Note: At least one Beneficial Owner must be listed as a signer on the account. Beneficial Owner(s) are considered any individual(s) who directly or indirectly own 25% or more of the legal entity and at least one person with significant managerial control in the business (i.e. CEO, MGR, PRS, VP, TREAS etc)