

Opening a new business account at Kawartha Credit Union

Corporate Membership

Thank you for choosing Kawartha Credit Union for all of your Corporate account needs. Our goal is to exceed member service expectations, and provide you with financial solutions to encourage the growth of your business.

It's a simple 3-step process!

Step 1 - Documentation & Information Requirements:

Please gather and complete the following for your Corporation (including co-operative, condominium corporation, incorporated society, registered charity or similar organization):

- 1 piece of valid photo identification for each Authorized Signatory and Authorized User
- Certificate of Incorporation (if done online)
- Articles of Incorporation or Letters Patent
- Corporate Profile Report (www.oncorp.com—if articles are over one year old)
- Certificate of Amendment or Supplementary Letters Patent (if the Articles of Incorporation or Letter Patent have been amended in any respect)
- By-laws (if available)
- Meeting Minutes
- Master Business Licence (not expired) if operating under a trade name **OR** Business Name Registration
- Business Number
- Contact information – primary phone number, email address and preferred method of contact

Registered Charity

- Registered Charity Directories Listing from Registered Charities website: <http://www.cra-arc.gc.ca/charities/>

Condominium Corporation

- Declaration and description registered under the Condominiums Act

KCU forms are available in-branch

Step 2 - Submit Documentation:

Visit any Kawartha Credit Union branch to drop off the completed checklist and required documentation. A Kawartha Credit Union Business Advisor will sit down with you to review the information, discuss your business needs and begin the application process. You will then be contacted within **3-5** business days with the status of your application.

Step 3 – In-Branch Appointment:

Once your Business membership application has been approved, a final appointment (minimum of one hour) is required to sign the application and new account documentation. Signing officers must attend the appointment and provide 1 piece of valid photo ID.

Please note that Kawartha Credit Union is a member-owned co-operative. A \$25 share deposit is required, which stays with the account until the account is closed.

Identification Requirements:

- ❑ Kawartha Credit Union requires a legible photocopy of one piece of valid photo identification for each Authorized Signatory and Authorized User (original identification required at in-branch appointment).

Schedule of Acceptable Identification

- Valid Driver's Licence* (issued in Canada)
- Valid Passport*
- Ontario Photo ID Card
- Secure Certificate of Indian Status card (issued by the Government of Canada)
- Citizenship Card (issued prior to 2012)
- Permanent Resident Card

*Note: ID may be foreign if equivalent to acceptable type of Canadian Identification

If you are unable to provide one of these options, please visit any one of our 22 convenient branch locations to discuss additional options.

Visit www.kawarthacu.com to learn more about our business account solutions and discover the benefits of membership.