

# Opening a new business account at Kawartha Credit Union

## Sole Proprietorship Membership

Thank you for choosing Kawartha Credit Union for all of your Sole Proprietorship Business 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:

- 1 piece of valid photo identification
- A copy of your Master Business License (not required if name of business is same as the owner's name)
- Contact information – primary phone number, email address and your preferred method of contact
- KCU Consent Form - Sole Proprietor

**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. As the owner and signer for the account, you are required to provide original identification and sample signatures. We will require you to confirm your SIN for tax reporting purposes as your business account generates interest income.

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 25 convenient branch locations to discuss additional options.

**Visit [www.kawarthcu.com](http://www.kawarthcu.com) to see more information on our business account solutions and discover the benefits of membership.**

