

FIRST SAVINGS BANK

N O R T H W E S T

201 Wells Ave South PO Box 360

Renton WA 98057

425-255-4400



Association, Lodge, Non-Profit, or Unincorporated Organization Account Requirements Sheet

Documents provided by you at account opening:

- Tax Exempt status authorization letter from IRS (501(c)(3), etc)
OR copy of prior year tax return if tax exempt
- Constitution, by-laws, charters or similar documentation outlining the purpose and operation of the non-personal entity **OR** signed and dated meeting minutes where the election of officers was made and the declaration of authorized signers for bank accounts was made
- Certificate of Authorization (for opening a Business checking account with a physical presence in WA but founded or established in a different state)
- Copy of Business License or official document from state; i.e. Certificate of Formation, Certificate of Existence, etc.

Documents provided by First Savings Bank:

- Business Information sheet for the non-personal entity and signers
- Resolution (in-house, if the business does not have one readily available)
- Business Account Worksheet*
- Evidence of Status (for office use only)
<http://www.secstate.wa.gov>

*All items on the worksheet must be filled out completely.
Incomplete forms will be returned for completion.