



BUSINESS DOCUMENTS REQUIRED – TEXAS

Member Business Representatives

Norberto Buenrostro 361-985-7300 x1170 nbuenrostro@navyarmyccu.com

Mary Mata 361-985-7300 x1259 mmata@navyarmyccu.com

Member Business Receptionist

Christina Avila 361-985-7300 x1195 cavila@navyarmyccu.com

Fax 361-986-8055

Documentation Checklist

Sole Proprietorship

- Assumed Name Certificate (If applicable)
- Social Security Number or Tax Identification Number- issued by the IRS (Letter)

General Partnership

- Assumed Name Certificate
- Partnership Agreement
- Tax Identification Number- issued by the IRS (Letter)

Limited Partnership

- Certificate of Limited Partnership-issued by the Secretary of State with the State Seal
- Partnership Agreement-That was filed with the Secretary of State
- Tax Identification Number- issued by the IRS (Letter)

Corporation

- Certificate of Incorporation-issued by the Secretary of State with the State Seal
- Articles of Incorporation-filed with the Secretary of State
- Bylaws
- Current minutes
- Tax Identification Number- issued by the IRS (Letter)
- Assumed Name Certificate (If applicable)

Limited Liability Company

- Certificate of filing- issued by the Secretary of State with the State Seal
- Articles of Organization or Certificate of formation-filed with the Secretary of State
- Tax Identification Number for the Corporation issued by the IRS (Letter)
- Minutes (If applicable)

Non Profit Organization/Association

- Bylaws or Articles of Organization/Association
- Tax Identification Number for the Organization issued by the IRS (If applicable)
- Minutes reflecting elected officers/authorized signers and establishing an account with Navy Army CCU