

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
- Copy of Constitution, by-laws, charters or similar documentation outlining the purpose and operation of the organization, and/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
- Official document from state (i.e. Certificate of Formation, Certificate of Existence, etc.)

Documents provided by First Savings Bank:

- Business/Organization Information sheet for the Organization and signers
- Company Authorization Resolution
- 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.