



How to Establish a Membership for your Business

VyStar's lending and deposit products enable our business community to prosper, from start up through to expansion and maturity. **It all starts with membership.***

1 Eligibility Requirements

- Your business must be located within VyStar Credit Union's field of membership.
- All business owners and signers must be individually eligible for membership.
- All accounts with VyStar must be in good standing.
- The business must be listed as "active" on Sunbiz.org, if operating in Florida or Ecorp.sos.ga.gov, if operating in Georgia.
- All owners must sign to authorize account opening and agree to be on the account.
- Additional signers must also sign the appropriate documentation in order to be placed on the account.
- All owners and signers must have a valid/current form of government issued ID.

2 How to join:

- Visit any of our branches with the information listed below for your business type.
- For membership questions, visit your local branch or contact Business Services at (904) 908-2292.

3 What you need to bring with you, based on your business type:

• Sole Proprietorship

- Fictitious name filing with State of Florida/Georgia if using a DBA name
- Proof of Federal Tax ID Number (if not using personal Social Security Number)
- Verification of principal business address for the business

• General Partnership/Limited Partnership

- Copy of Partnership Agreement
- Proof of Federal Tax ID Number
- Verification of principal business address for the business
- Fictitious Name Filing if Applicable

• Limited Liability Company

- Articles of Organization, Articles of Amendment or most recent Annual Report (Document must list current owners)
- Proof of Federal Tax ID Number (if not using personal Social Security Number)
- Verification of principal business address for the business
- Active fictitious name filing with LLC listed as owner (if using DBA)

• Corporation

- Corporate Name Filing
- Articles of Incorporation, Articles of Amendment or most recent Annual Report (Document must list current owners)
- Proof of Federal Tax ID Number
- Verification of principal business address for the business
- Active fictitious name filing with Corporation listed as owner (if using DBA)

• Clubs/Organizations/Non-Profit

- Articles of Incorporation (If Incorporated), Bylaws or Minutes stating the officers representing the organization
- A letter from the organization that acknowledges the account opening, confirms the identity of the organization's members authorized to open the accounts, and signed by the authorized officers representing the organization
- Proof of Federal Tax ID Number (if small club operating under another group, letter from sponsoring organization authorizing use of EIN required)
- Verification of principal business address for the business