

Sole Proprietorship

Business Account Opening

Select your branch preference: ☐ Cranbrook ☐ Elkford ☐ Fernie ☐ Sparwood

We understand that your time is valuable and in order to process your account opening request as quickly and efficiently as possible we ask that you review the instructions outline and provide the information requested on this form. The form can be:

- Completed, saved with your Business name and then forwarded to StellerVista via e-mail with the required documentation to Commercial.Support@ekccu.com
- Completed and printed and then dropped off or mailed with the required documentation
- Forms and information are available on our website at:
www.ekccu.com

StellerVista is member owned; a \$5 share deposit is required which will stay with the account until such time that the account is closed.

To open a Sole Proprietorship business account the following information and documentation is required in order to comply with all Legislative and Credit Union policies.

1) Provide one or more of the following documents:

- Statement of Provincial Registration
- Business Number (BN) (issued by Canada Revenue Agency)
- Business License/Permit (issued by local municipality)

2) Provide us with the following information about your business:

Business Name:			
Business Mailing Address: (legal Address)			
Business Civic Address: (location of business)			
Business Phone Number:			
Business e-mail address:			
Primary Business Activity: (goods/services provided)			
Primary Contact Name:			
Phone#:		Email:	

3) Provide us with the following personal information:

Legal Name: (Must match Primary ID) First Name			
Middle Name	<input type="checkbox"/> No Middle Name		
Last Name			
Home Address: Mailing Street City Postal Code			
Birth Date: (mm/dd/yyyy)		SIN	
Contact Numbers: Home		Work/Cell	
Email Address			
Occupation:			

Operating accounts that are most appropriate for your needs:

Please indicate the account types required:

Chequing	Saving	Investments
<input type="checkbox"/> Strictly Business (operating) ElectroLink Business	<input type="checkbox"/> Business Savings <input type="checkbox"/> Member Advantage	<input type="checkbox"/> Term Deposits

Access to your accounts

Online Banking	ATM	Night Deposit	Cheques
Online Banking Access: Yes No	Access to the account(s) to deposit to the account using a debit card? <input type="checkbox"/> Yes <input type="checkbox"/> No	Expect to use night deposit facilities? <input type="checkbox"/> Yes <input type="checkbox"/> No	Will need to order cheques? <input type="checkbox"/> Yes <input type="checkbox"/> No

CHECKLIST: HAVE YOU SUBMITTED THE FOLLOWING INFORMATION?

- ☐ **One or more of the following documents:**
- Statement of Provincial Registration
 - Business Number (BN) (issued by Canada Revenue Agency)
 - Business License/Permit (issued by local municipality)
- ☐ **\$100 cheque made payable to your business name**
- ☐ **Completed and signed Consent form** (Consent forms are available [here](#))
- ☐ **Two pieces of copied ID for the signer (Make copies as necessary)**
- ☐ **Forms completed in full**