



REQUIRED BUSINESS DOCUMENTS FOR UNINCORPORATED ORGANIZATION AND CLUBS

Eligibility:

Small business accounts are available to Non-profit Organizations, Associations, Sole Proprietorships, Partnerships, Corporations, Limited Liability Company, or Limited Liability Partnership.

- The sole proprietor, all member, all partners, or all officers of the corporation or non-profit organization must be eligible in their own right to become members of Hawaii Community FCU.
- Photo identification is required for *all* signers on an account.

Initial Deposit & Minimum Balance Requirements:

The initial deposit to open a new member account is Five Hundred Dollars (\$500.00) or more. The current par value for a small business account is Fifty Dollars (\$50.00).

A small business checking that does not maintain an average daily balance of Five Hundred Dollars (\$500.00) will be assessed a fee of Ten Dollars (\$10.00) for each month this condition is not satisfied.

Documents to Open Business Account:

1. **HCFCU Corporate Resolution** – signed by the Secretary or Assistant Secretary
2. **Tax Identification Number.** The Tax ID number for an Unincorporated Organization or Club can be:
 - Employer Identification Number (EIN), or
 - Federal Tax Identification Number (FEIN)
3. **An ACTIVE status by DCCA** is required to open an account if the entity has registered with the department.
4. **General Excise Tax License or Form BB-1.**
 - Form BB-1 (Basic Business Application) that is date-stamped by the Department of Taxation, if applicable.
 - This is required if the entity has fundraisers or receives monies other than dues or donations.
5. **Bylaws or Minutes.**
 - **BYLAWS** – drafted by member or legal / financial counsel – should reflect the officers authorized to open an account. The Bylaws provide the basic rules and framework of the organization. Bylaws give an organization structure, ensure continuity of the organization, delegate and determine financial and contractual powers for the organization, and establish relationships between and among directors, members, boards, committees, and other important groups.
 - **MINUTES** – the follow-up document to organization meetings. Meeting minutes indicate the following: officers, authorized signers and purpose of the organization. They must be signed by an officer. A copy of the Meeting Minutes documenting any changes in the organization, especially newly elected officers, is required to update an account's signers and create a new account contract.
6. **Trade Name Registration.** Registration of Trade Name with the DCCA is required if the trade name of "dba" is used.
 - Form **DCCA T-1** (Application for Registration of Trade Name) issued by DCCA, is required for each trade name if the owner has more than one "dba".
 - A written authorization is required if the owner requests to have an authorized signer on the account with full rights to conduct transactions on the business member account(s) / all suffix accounts related to that account.



Definition

Authorized Signer (required role) may authorize account change of address instructions, instructions to open and close accounts, and add or delete signers on the business account.

Signer on Business (optional role) may not authorize account change of address instructions, instructions to open and close accounts, and add or delete signers on the business account.

Trade name is a name under which a person transacts business, other than one's legal name (personal name) or a registered corporate name, general or limited partnership name, limited liability company name or limited liability partnership name. A trade name is also known as a fictitious name or a DBA (doing business as). A registered business entity can file for Registration of Trade Name (DCCA T-1 form) if the name is different from its registered name.

Registering Your Business in Hawaii

In Hawaii, corporations, partnerships, limited liability companies, and limited liability partnerships are registered with the Department of Commerce and Consumer Affairs, Business Registration Division (BREG). Registering a business with the BREG is relatively simple. BREG's business registration, amendment, correction, and reservation forms are available for download.

To register a business using a paper form, select a business entity type, then click the desired form to view, fill and print. These forms can be filled out on a computer and are for downloading and printing for filing by mail, fax or over the counter. They can also be filed online, which is a paperless, hassle-free option with instant submittals and receipts.

Additional Resources

- Hawaii Business Expert (HBE) – File online at <https://hbe.ehawaii.gov/BizEx/home.eb>
- DCCA Forms - Apply online at <http://hawaii.gov/dcca/breg/registration>
- DCCA Hawaii, Business Action Center at <http://cca.hawaii.gov/bac> or Email: bac@dcca.hawaii.gov