



New Business Account Guide



Congratulations on your new Blue Grass Federal business account! We're so glad you're here.

When you chose us, you didn't choose just another bank — you chose to join the thousands of people just like you who believe in our community and are committed to helping it thrive. With us, your deposit dollars are reinvested close to home. So just by banking with us, you're helping to foster economic growth in the neighborhoods where we all live and work.

Our business banking services are designed for your financial success. And when it comes to your new business account, we're here to help you hit the ground running! We can holistically support your business by offering:



Account Opening Checklist: Gather all the required documents needed to finish opening your account and then set up the tools and features available to you.



Business Loans: Explore the business lending options we offer to fund your growth.



Expert Financial Advice: Access valuable resources, tools, and advice for all aspects of business to help you set yourself up for success.

Let's get started!

This list includes all the required documents needed to open your account, which will be provided at the bank when you are opening your account. These documents need to be on file with us before an account can be opened.

Documentation needed:

- Signature card signed by all required parties
- 608 addendum if needed (4 or more signers)
- Completed Certification of Beneficial Owner(s) document.
- Copy of all parties' driver's licenses, passport or state identification included. This is only needed if the owner is not a signer on the account.
- Completed Resolution, pick one of these options:
 - Company provided Corporate resolution OR
 - Resolution of Corporation, Partnerships, and LLCs OR
 - Resolution of Sole Proprietorship OR
 - Resolution of Association or Organization
- Employer Identification Number (EIN)
- Articles of Organization or Articles of Incorporation filed with state
- Operating Agreement (typically drawn up by an attorney)
- Partnership agreement, LTD or LLP (typically drawn up by an attorney)
- Board Meeting minutes or President/CEO/Superintendent authorization letter
- Fictitious name or Trade name certificate filed with state

Once your business account is open, make sure you're using all the tools and features that will help you maximize your account!

I have:

- Enrolled in Online and Mobile Banking
- Downloaded the Mobile App
- Set up authorized users
- Received my debit card
- Signed up for eStatements
- Found my nearest MoneyPass® ATM by visiting moneypass.com or bluegrassfederal.bank/locations (did you know there are about 40,000 nationwide?)
- Inform all clients/vendors/donors who send you, or pull, automatic ACH transactions so they can switch the account. You will want to consider giving these companies an effective date to begin using this account and request that they respond with confirmation that the account # has been switched. You will also want to go onto any websites where you set up the automatic ACH yourself to switch the information over to your new account.



We know your business is unique. That's why we offer multiple types of business loans to fund your growth, including:

Term loans to buy equipment, acquire assets, and more.

Business Line of Credit can help you acquire the working capital your business needs.

Commercial real estate loans to acquire, build, or develop a commercial investment property.

Owner-occupied real estate loans to finance office, warehouse, or commercial space for your company.



Need help deciding which loan product is right for you?

Whether you're looking for guidance, want to review the criteria for securing a loan, or have questions about another aspect of business banking, our team is ready to help!

Just chat with us at bluegrassfederal.bank, call us at **(859) 987-2951**, email info@bluegrassfederal.com, or stop by our branch any time.





The Mutual Bank Difference: We're Owned by You

With us, your deposit dollars are reinvested close to home. Just by doing your everyday banking with us, you're helping to foster economic growth in the neighborhoods where we all live and work.

Our employees invest their time to support various local events, organizations, and community service efforts. We make decisions that benefit you, the community, and our employees — NOT shareholders.

When we reinvest in our community, it creates economic growth and prosperity for everyone we serve. That means your neighbor can start that business they have been dreaming of and your children can buy their first homes — which encompasses the true meaning of mutual banking and everything we stand for.

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 EQUAL HOUSING LENDER • MEMBER FDIC