

Thank you for choosing Vancity for your business banking needs. Vancity is a financial co-operative and values-based organization committed to being social, environmental and ethical leaders accountable to our members, employees and our communities. We seek to work with like minded businesses and organizations by applying our ***Ethical Principles for Business Relationships***.

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 provide information outlined below with which we will prepare documentation in advance of the meeting time to be confirmed with you.

Vancity is a member owned co-operative; a \$5.00 share deposit is required, which stays with the account until the account is closed.

### **Business Startup Assistance**

Do you need assistance regarding the structure or startup of your business? An excellent source of information is Small Business BC.

Address: Suite 82 - 601 West Cordova Street, Vancouver, BC V6B 1G1

Phone Number: 604-775-5525 Website: [www.smallbusinessbc.ca](http://www.smallbusinessbc.ca) Email: [askus@smallbusinessbc.ca](mailto:askus@smallbusinessbc.ca)

### **Section 1 – Required Documents**

To open a business account for a **Business Trust** certain documentation and information is required in order to comply with all Legislative and Credit Union policies. Provide the following:

**Note:** The applicant must have an existing Business Membership. Vancity will not open a stand-alone Business Trust Membership for a business that does not already have an operating account with us.

- ✓ Ensure business information is current
- ✓ Trust Document with CRA Trust Number (for documented trust)
- ✓ List of Settlor, Trustee, Beneficiary information:
  - Include information as per *details of the Controlling Person(s)* below.
- ✓ Declaration of Tax Residence information:
  - Entity classification (active, passive, or financial institution)

If the entity ...	Then provide ...
is a tax resident of Canada	CRA Trust Number
is a tax resident outside of Canada	Tax Identification Number (TIN)
classification is passive	details of the Controlling Person(s): <ul style="list-style-type: none"> <li>- Date of Birth</li> <li>- Permanent home address</li> <li>- Mailing address (if different)</li> <li>- If tax residency is Canada, provide Social Insurance Number (SIN)</li> <li>- If tax residency is outside of Canada, provide Tax Identification Number (TIN)</li> </ul>

<b>Section 2 – Company Information</b>			
Trust Name			
Business Phone Number	Email	Website	
Nature of Principal Business			
<b>Business Mailing Address</b>			
Apt / Unit Number	Street Address / PO Box		
City / Town	Province / State	Postal / Zip Code	Country
<b>Physical Address</b> (if different from above)			
Apt / Unit Number	Street Address		
City / Town	Province / State	Postal / Zip Code	Country

**Section 3 – Authorized signer(s) Information and ID Requirements**

Provide the following personal information for each of the authorized signers. If the number of authorized signers exceeds the lines available, print additional page as required.

Information	Signer 1	Signer 2	Signer 3	Signer 4
First Name				
Last Name				
Date of Birth (yyyy-mm-dd)				
SIN				
Occupation				
Telephone Number				
Mobile Number				
Email Address				
<b>Address</b>				
Apt/Unit Number				
Street Address				
City/Town				
Province/State				
Postal/Zip Code				
Country				

Each authorized signer is required to present two original pieces of ID that are current and valid. Minimum acceptable ID is one Primary (Government issued with Photo and signature) and one Secondary item (e.g. Provincial Health Care Card; Canadian Credit Card; etc.).

**Note:** Each authorized signer may be required to consent to Vancity obtaining a report from a consumer reporting agency.

**Section 4 – Settlor, Trustee, and Beneficiary Information**

Provide the following personal information for each of the settlor, trustee and beneficiary. If the number of settlor, trustee, beneficiary exceeds the lines available, print additional page as required.

**Note:** If CRS/FATCA entity classification is passive, the following additional information is required:

- SIN
- Other tax residency (if applicable) and TIN

Information	Settlor/Trustee/ Beneficiary	Settlor/Trustee/ Beneficiary	Settlor/Trustee/ Beneficiary	Settlor/Trustee/ Beneficiary
Role type (Settlor/Trustee/ Beneficiary)				
First Name				
Last Name				
Date of Birth (yyyy-mm-dd)				
Occupation				
Telephone Number				
SIN (if applicable)				
Other tax residency (if applicable)				
TIN (if applicable)				
<b>Address</b>				
Apt/Unit Number				
Street Address				
City/Town				
Province/State				
Postal/Zip Code				
Country				