You’re only five steps away from taking your business to the next level.

1. OPEN A BECU BUSINESS CHECKING ACCOUNT*  
Make an appointment online at becu.org or visit a Neighborhood Financial Center to get started. Be sure to have all the required documentation with you at the time you come in. Download the membership application at becu.org/getstarted.

2. GATHER YOUR REQUIRED DOCUMENTATION  
Documents include: 
• BECU Business Membership application 
• Business tax ID number (or EIN or SSN) 
• UBI number (Refer to your business license) 
• NAICS code (Locate your NAICS code at census.gov/eos/www/naics) 
For your reference, BECU’s routing number is 325081403.

3. DISCONTINUE USING YOUR PREVIOUS BUSINESS CHECKING ACCOUNT  
When you complete the above two steps, keep your old account open until all checks have cleared and all automatic payments have been processed. As a general rule, we recommend waiting about 10 days after you have written your last check or your last transaction has cleared. Be sure not to close your account until you’ve confirmed this. Additionally, don’t forget to notify your payroll processor and payment solutions provider of your updated account number.

4. TRANSFER ALL RECURRING PAYMENT ACTIVITY  
Once you’ve confirmed all payments have cleared, be sure to update all ACH and automated deposits and payments with your new BECU account number. In most cases, you can go online and update the new information on each account, but contact the merchant directly if you have any additional questions.

5. CLOSE YOUR PREVIOUS BUSINESS CHECKING ACCOUNT  
If you have any outstanding balances and all ACH payments have processed, close your old account. If you have any questions during this process, please contact your previous financial institution.

* A Business Member Share Savings account is required to establish membership prior to opening a checking account.

Get Started with BECU Legislative

What you need to know when you’re opening a business bank account.

When you’re ready to open a BECU business bank account, know more than just a customer. You’re a member with a not-for-profit credit union, and part of something bigger—a local community that believes in lending a hand and giving back.

BUSINESS SWITCH KIT  
In addition to the above, depending on your business type, you will need to provide the following:

1. ALL OWNERS WITH 25% OR MORE OWNERSHIP...  
   PLU PROVIDE THE FOLLOWING:  
   BECU Certification Regarding Beneficial Owners of Legal Entity Members form
   Current driver’s license or state-issued ID card

2. PARTNERSHIP, LLC, OR CORPORATIONS  
   For the individual opening the membership, business owners with 25% or more ownership, and each authorized signer:
   BECU Certification Regarding Beneficial Owners of Legal Entity Members form
   Current driver’s license or state-issued ID card

3. SOLE PROPRIETORSHIP  
   For business owner(s) and each authorized signer:
   Current driver’s license or state-issued ID card

4. CLOSE YOUR PREVIOUS BUSINESS CHECKING ACCOUNT  
   If you’re opening the membership, business owners with 25% or more ownership, and each authorized signer:  
   BECU Certification Regarding Beneficial Owners of Legal Entity Members form
   Current driver’s license or state-issued ID card

5. TRANSFER ALL RECURRING PAYMENT ACTIVITY  
   If you have any outstanding balances and all ACH payments have processed, close your old account. If you have any questions during this process, please contact your previous financial institution.

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