



Atlanta Postal Credit Union

A TRADITION OF SERVICE



3900 Crown Road
Atlanta, GA 30380-0001

(800) 849-8431
www.apcu.com

Thank you for your interest in establishing a Business Membership Account with Atlanta Postal Credit Union. APCU Business Accounts are separate from Personal Membership Accounts, and each business owner is required to be an existing member of APCU in good standing prior to establishing a Business Account.

In order to establish membership for your business a savings account is required to be maintained in the name of your business. To get started a minimum deposit of \$25 is required for the savings account.

If you also are applying for a checking account a second minimum deposit of \$25 is required to establish this account. Please note, there is a \$10 monthly service charge for checking accounts, unless a \$500 minimum daily balance is maintained.

All business accounts are subject to our current rate and fee schedules which can be found on www.apcu.com. A hard copy will be provided to you upon the opening of your account, or at any time if requested.

In order to open your business account, please provide us with the following documents:

Required APCU Forms:

- Business Account Card
- New Business Account Questionnaire
- Certificate of Sole Proprietorship
- Trade Name Resolution
- W-9

Optional APCU Forms:

- Overdraft Protection Service Agreement- only required if requesting to open a checking account

Additional Required Business Documents:

- Copy of Business License
- Copy of DBA or Trade Name Registration
- Copy of current valid Photo Identification for all signers

From time to time, additional information or documentation may be required. Upon receipt of your application package a Business Department Representative will contact you should they need anything additional to complete you request.

Your application can be mailed to:
APCU – Attn: Business Department
400 Tradeport Blvd., Suite 401
Atlanta, GA 30354

Or, you can drop your application off at any
one of our APCU branches convenient to you.
It can also be emailed to: businesslending@apcu.com
Or sent via fax to (678) 380-9836.

Again, thank you for including APCU in your business plans. We look forward to helping you with your business needs in the future. If you have any questions or need assistance in completing this request, contact APCU's Business Department at (404) 768-4126 or (800) 849-8431 or businesslending@apcu.com.

This package is specific to businesses organized as a Sole Proprietorship. If your business is organized as a Partnership, LLC, Corporation, or non-profit different requirements may apply.