

### **New Community Flex Account Checklist**

Please ensure you have the following documents/information, which is required for applying to open a Business Account:

Documentation verifying the existence of the Organization (i.e. Articles/Certificate of Incorporation, Master Business License, Letters Patent, Partnership Agreement, ect.)

Names of all Directors/Signing officers of the organization

Confirmation of Canada Revenue Agency (CRA) Business Number and Registered Charitable Contribution Number, if applicable

Three months Bank Statements (for existing organizations that are not currently members of MCCCUC)

Please direct emails to [commercialdept@mcccu.com](mailto:commercialdept@mcccu.com)