Business Account Documentation Requirements

A business’s structure determines the documentation required to open a business account as listed below. **Original business documents MUST be provided.**

**Sole Proprietorship**
- Filed Fictitious Business Name Statement *(Not required if owner’s full name is in the business name)*
- Business License, Seller’s Permit OR Certificate of Payment of Business Tax

**General Partnership**
- Filed Fictitious Business Name Statement
- Partnership Agreement
- Business License, Seller’s Permit OR Certificate of Payment of Business Tax

**Limited Partnership**
- Filed Fictitious Business Name Statement
- Filed Certificate of Limited Partnership (Form LP-1)
- Limited Partnership Agreement

**Association and Non-Profit Organization**
- Organization’s Bylaws
- “501(C)” if entity is tax exempt
- Signed Board of Director minutes indicating authorized signers

**Corporation**
- Articles of Incorporation and any amendments *(must be stamped by the CA Secretary of State)*
- Statement of Information showing it was filed with the CA Secretary of State (SI-200) **OR** copy of Corporate Operating Agreement
- Corporate Resolution – Statement on corporate letterhead identifying account signers

**Limited Liability Company**
- Filed LLC Articles of Organization (Form LLC-1)
- Statement of Information (Form LLC-12) dated within past 24 months **OR** Operating Agreement

**Limited Liability Partnership**
- Filed Fictitious Business Name Statement
- Filed Registered Limited Liability Partnership Registration (Form LLP-1)
- Operating Agreement