

Business Account Documentation Requirements

A business's structure determines the documentation required to open a business account as listed below. All documentation names and vesting **must** match. **A copy of all business documents MUST be provided. A valid Tax ID number (EIN) in the name of the business is required for all new accounts. Sole Proprietorships may use the owner's Social Security number (SSN) or an EIN.**

NOTE: A Fictitious Business Name Statement (FBNS) **only** applies to Sole Props, GPs, LPs, CRs, LLPs, and LLCs, operating under a name that is different than the legal name.

Sole Proprietorship

- ☐ **Filed** Fictitious Business Name Statement if owner's last name is **not** included in the business name

General Partnership

- ☐ **Filed** Fictitious Business Name Statement if DBA
- ☐ **Filed** Statement of Partnership Authority (Form GP-1)
- ☐ Certificate of Status dated within the last 30 days.
- ☐ Partnership Agreement
- **Must** be on business letterhead **or** business name clearly identified in the Agreement
 - All partner names **must** be listed along with signatures
 - **Must** designate who has authority to be an authorized signer (or to open bank accounts)
 - If **not** specified in Partnership Agreement, provide additional document on business letterhead, granting authority to appropriate authorized signer(s) and signed by all partners
- ☐ **Filed** Statement by Foreign Partnership (LL-27) (**only** required if GP-1 is formed outside California) and:
- Includes all agents' names and signatures
 - Contains California Secretary of State stamp (**only** California state filings are acceptable)
- ☐ Certification of Beneficial Ownership Form*
- Ownership Information **must** be completely filled out for anyone >25% ownership

Limited Partnership

- ☐ **Filed** Fictitious Business Name Statement if DBA
- ☐ **Filed** Certificate of Limited Partnership (Form LP-1)
- ☐ Partnership Agreement
- **Must** be on business letterhead **or** business name clearly identified in the Agreement
 - All partner names **must** be listed along with signatures
 - **Must** designate who has authority to be an authorized signer (or to open bank accounts)
 - If **not** specified in Partnership Agreement, provide additional document on business letterhead, granting authority to appropriate authorized signer(s) and signed by all partners
- ☐ **Filed** Application for Registration of Foreign Limited Partnership (LP-5) (**only** required if LP-1 is formed outside California) and:
- Includes all partners' names and signatures
 - Contains California Secretary of State stamp (**only** California state filings are acceptable)
- ☐ Certification of Beneficial Ownership Form*
- Ownership Information **must** be completely filled out for anyone >25% ownership

Business Account Documentation Requirements

Corporation

- ☐ **Filed** Fictitious Business Name Statement if DBA
- ☐ **Filed** Articles of Incorporation and any amendments (**must** be stamped by the CA Secretary of State)
- ☐ Corporate Resolution (**must** be on business letterhead and signed by an officer)
 - All officers' names must be listed
 - If **not**, **must** provide signed Meeting Minutes
 - **Must** designate who has authority to be an authorized signer (or to open bank accounts)
 - If **not** specified in Corporate Resolution, provide additional document on business letterhead, granting authority to appropriate authorized signer(s) and signed by an officer
- ☐ **Filed** Statement and Designation by Foreign Corporation (S&DC-S/N) (**only** required if formed outside California)
- ☐ Certification of Beneficial Ownership Form*
 - Ownership Information **must** be completely filled out for anyone >25% ownership

Limited Liability Partnership

- ☐ **Filed** Fictitious Business Name Statement if DBA
- ☐ **Filed** Limited Liability Partnership (Form LLP-1)
- ☐ Partnership Agreement
 - **Must** be on business letterhead **or** business name clearly identified in the Agreement
 - All partner names **must** be listed along with signatures
 - **Must** designate who has authority to be an authorized signer (or to open bank accounts)
 - If **not** specified in Partnership Agreement, provide additional document on business letterhead, granting authority to appropriate authorized signer(s) and signed by all partners
- ☐ **Filed** Application for Registration of Foreign Limited Partnership (LLP-5) (**only** required if LLP-1 is formed outside California) and:
 - Includes all partners' names and signatures
 - Contains California Secretary of State stamp (**only** California state filings are acceptable)
- ☐ Certification of Beneficial Ownership Form*
 - Ownership Information **must** be completely filled out for anyone >25% ownership

Limited Liability Company

- ☐ **Filed** Fictitious Business Name Statement if DBA
- ☐ **Filed** Articles of Organization (Form LLC-1)
- ☐ Operating Agreement **must** be on business letterhead **or** business name clearly identified in the Agreement
 - Document **must** be signed by a member/manager
 - All member/managers' names **must** be listed
 - **Must** designate who has authority to be an authorized signer (or to open bank accounts)
 - If **not** specified in Operating Agreement, provide additional document on business letterhead, granting authority to appropriate authorized signer(s) and signed by a member/manager

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Business Account Documentation Requirements

Limited Liability Company (Continued from Page 2)

- ☐ **Filed** Application for Registration of Foreign Limited Partnership (LLC-5) (**only** required if LLC-1 is formed outside California) and:
 - Includes all member/managers' names and signatures
 - Contains California Secretary of State stamp (**only** California state filings are acceptable)
- ☐ Certification of Beneficial Ownership Form*
 - Ownership Information **must** be completely filled out for anyone >25% ownership

Unincorporated Association or Unincorporated Non-Profit Organization

- ☐ Association/Organization's Bylaws
- ☐ Signed Meeting Minutes listing authorized signers and
 - Are from the last meeting and show the election of the current authorized signers/officers
 - Identify who has authority to appoint authorized signers and open accounts
 - Are signed by an officer
- ☐ Certification of Beneficial Ownership Form*
 - Complete sections a, b, c, and e **only**

Incorporated Association or Incorporated Non-Profit Organization

- ☐ **Filed** Articles of Incorporation and any amendments (**must** be stamped by the CA Secretary of State)
- ☐ Corporate Resolution (**must** be on business letterhead)
 - All officers' names **must** be listed
 - If **not**, **must** provide signed Meeting Minutes
 - **Must** designate who has authority to be an authorized signer (or to open bank accounts)
 - If **not** specified in Corporate Resolution, provide additional document on business letterhead, granting authority to appropriate authorized signer(s) and signed by an officer
- ☐ **Filed** Statement and Designation by Foreign Corporation (S&DC-S/N) (**only** required if formed outside California)
- ☐ Certification of Beneficial Ownership Form*
 - Complete sections a, b, c, and e **only**

***Certification of Beneficial Owner** To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. For the purposes of this form, a legal entity includes a Corporation, Limited Liability Company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a General Partnership, and any similar business entity formed in the United States or a foreign country. Legal entity does **not** include Sole Proprietorships, Unincorporated Associations, or natural persons opening accounts on their own behalf.