



Business Legal Documentation Requirement Information

Documentation requirements for the following business types:

- [Corporation](#)
- [General Partnership](#)
- [Joint Venture](#)
- [Limited Liability Company \(LLC\)](#)
- [Limited Partnership \(LP\)](#)
- [Limited Liability Partnership \(LLP\)](#)
- [Unincorporated Association or Organization](#)
 - o [Local Club/Chapter using a 'Parent' Organization's EIN](#)
 - o [Youth Club Accounts](#)
- [Professional Fiduciary \(Client Trust, Property Management, etc.\)](#)
- [Public Agency \(Federal, State, Local Government Agency or Subsidiary\)](#)
- [Sole Proprietorship](#)
- [Sole Proprietor – Trust](#)

CORPORATION

- ✓ **Certification of Beneficial Owners of Legal Entities Form** *(may be completed at account opening)*
- ✓ **Filed Copy of Articles of Incorporation**
- ✓ **Filed Copy of Current Statement of Information -or- Corporate Resolution**
- ✓ **May Also be Required as applicable:**
 - **Filed Copy of Fictitious Business Name Statement**, *if corporation is doing business under another name*
 - **Filed Copy of Statement & Designation by a Foreign Corporation -OR- Certificate of Status/ Good Standing**, *if corporation was formed outside California.*
 - **Certified Amendments to the Articles of Incorporation**
- ✓ **Who needs to be present:** Authorized signer(s) and the Corporate Secretary.

GENERAL PARTNERSHIP

- ✓ **Certification of Beneficial Owners of Legal Entities Form** *(may be completed at account opening)*
- ✓ **Partnership Agreement**
- ✓ **If a Partner is an entity, applicable documentation for the entity**
- ✓ **Filed Copy of Fictitious Business Name Statement**, *if the Partnership name does not contain the surnames of each Partner, or the Partnership is operating under another name*
- ✓ **Who needs to be present:** Authorized signer(s) and all General Partners

JOINT VENTURE

- ✓ **Certification of Beneficial Owners of Legal Entities Form** *(may be completed at account opening)*
- ✓ **Joint Venture Agreement**
- ✓ **If a Joint Venturer is an entity, applicable documentation for the entity**
- ✓ **Filed Copy of Fictitious Business Name Statement**, *if the Joint Venture name does not contain the surnames of each Joint Venturer, or the Joint Venture is operating under another name*
- ✓ **Who needs to be present:** Authorized signer(s) and all Joint Venture Partners

LIMITED PARTNERSHIP (LP)

- ✓ **Certification of Beneficial Owners of Legal Entities Form** *(may be completed at account opening)*
- ✓ **Filed Copy of Certificate of Limited Partnership**
- ✓ **Limited Partnership Agreement**
- ✓ **If a General Partner is an entity, applicable documentation for the entity**
- ✓ **May Also be Required as applicable:**
 - **Filed Copy of Fictitious Business Name Statement**, *if the LP is doing business under another name*
 - **Filed Copy of Application to Register a Foreign LP or Certificate of Status/Good Standing**, *if the LP was formed outside California.*
- ✓ **Who needs to be present:** Authorized signer(s) and all General Partner(s)

LIMITED LIABILITY PARTNERSHIP (LLP)

- ✓ **Certification of Beneficial Owners of Legal Entities Form** *(may be completed at account opening)*
- ✓ **Filed Copy of Application to Register an LLP**
- ✓ **Limited Liability Partnership Agreement**
- ✓ **If a General Partner is an entity, applicable documentation for the entity**
- ✓ **Filed Copy of Fictitious Business Name Statement**, *if the LLP is doing business under another name*
- ✓ **Who needs to be present:** Authorized signer(s) and all General Partner(s)

LIMITED LIABILITY COMPANY (LLC)

- ✓ **Certification of Beneficial Owners of Legal Entities Form** *(may be completed at account opening)*
- ✓ **Filed Copy of Articles of Organization or Certificate of Formation/Organization**
- ✓ **Filed Copy of Current Statement of Information or Operating Agreement** *(both documents may be necessary to confirm the Management of the LLC)*
- ✓ **If a Manager or Managing Member is an entity, applicable documentation for the entity**
- ✓ **May Also be Required as applicable:**
 - **Filed Copy of Fictitious Business Name Statement**, *if the LLC is doing business under another name*
 - **Filed Copy of Application to Register a Foreign LLC or Certificate of Status/Good Standing**, *if the LLC was formed outside California*
 - **Filed Copy of Certified Amendments to the Articles of Organization**, *if applicable*
- ✓ **Who needs to be present:** Authorized signer(s) and the Manager(s) or Managing Member(s)

UNINCORPORATED ASSOCIATION OR ORGANIZATION

- ✓ **Charter or By Laws**
- ✓ **Current Meeting Minutes or Letter of Authorization** *that authorize the account and designate signers*
- ✓ **Filed Copy of Fictitious Business Name Statement**, *if the organization is for profit*
- ✓ **Who needs to be present:** Authorized signer(s) and all Members or if the organization has Officers, the Secretary.

LOCAL CLUB or CHAPTER USING A 'PARENT' ORGANIZATION'S EIN WHEN THE 'PARENT' ORGANIZATION IS INCORPORATED:

- ✓ **Certification of Beneficial Owners of Legal Entities Form** *(must be completed and signed by the Parent Corporate Secretary)*
- ✓ **'Filed' copy of Articles of Incorporation**
- ✓ **'Filed' copy of Current Statement of Information or Corporate Resolution**
- ✓ **'Filed' copy of Certified Amendments to the Articles**, *if applicable*
- ✓ **Written Authorization that includes authorization for the club/chapter to use the EIN**, signed by the corporate Secretary or two or more officers.
- ✓ **Local Club/Chapter Charter or By Laws**, *required if not using the parent corporation's document.*
- ✓ **Local Club/Chapter Current Meeting Minutes or Letter of Authorization designating the signers**, signed by the members or if the local chapter has officers, the Secretary *(should include names of the governing members/officers if not included in the local organization club/chapter Charter or Bylaws)*
- ✓ **Who needs to be present:** Authorized signer(s) and all Members or if the local chapter has officers, the Secretary.

WHEN THE 'PARENT' ORGANIZATION IS UNINCORPORATED:

For the parent organization:

- ✓ **Charter, By Laws or formal written agreement for the parent organization**
- ✓ **Current Meeting Minutes or Letter of Authorization** naming the members or officers, *required if not included in the Charter, By Laws or formal written agreement.*
- ✓ **Written Authorization that includes authorization for the local club/chapter to use the EIN**, signed by the parent organization's members, Secretary or two or more officers.

For the local club/chapter:

- ✓ **Charter or By Laws**, *required if not using the parent organization's document.*
- ✓ **Current Meeting Minutes or Letter of Authorization designating the signers**, signed by the members or if the club/chapter has officers, the Secretary *(should include names of the governing members/officers if not included in the local organization club/chapter Charter or Bylaws)*
- ✓ **Who needs to be present:** Authorized signer(s) and all Members or if the local club/chapter has officers, the Secretary.

YOUTH CLUB ACCOUNTS:

Girl Scouts:

- ✓ **Regional Council Letter establishing the Troop**
- ✓ **Troop Letter or Meeting Minutes authorizing account signers** *if information is not included in the Regional Council Letter*
- ✓ **Who needs to be present:** Authorized signer(s) and the Troop Leader(s)

Boy Scouts:

- ✓ **Certification of Beneficial Owners of Legal Entities Form**, *required if the Troop has a sponsoring organization who is incorporated (must be completed and signed by the Corporate Secretary)*
- ✓ **Written Authorization that includes authorization for the Troop to use the EIN of the Sponsoring Entity**
- ✓ **Applicable documentation for the Sponsoring Organization** *(required if the Troop has a sponsoring organization and is using the sponsoring organization's EIN)*
- ✓ **Boy Scouts Charter or Council Letter establishing the Troop**
- ✓ **Troop Letter or Meeting Minutes authorizing account signers**
- ✓ **Who needs to be present:** Authorized signer(s) and the Troop Leader(s)

4-H Clubs:

- ✓ **4-H Charter**
- ✓ **UCCE Region Letter of Authorization to establish bank account(s)**
- ✓ **4-H Club Letter or Meeting Minutes authorizing account signers**
- ✓ **Who needs to be present:** Authorized signer(s) and the Club Leader(s)

PROFESSIONAL FIDUCIARY (CLIENT TRUST, PROPERTY MANAGEMENT, ETC)

- ✓ **Certification of Beneficial Owners of Legal Entities Form**, required when the Fiduciary is a 'Covered' Entity *(may be completed at account opening)*
- ✓ **Applicable entity documentation for fiduciary**
- ✓ **Applicable entity formation documentation for the client/property owner**, *required when the account is housed under the Client's EIN.*
- ✓ **Authorization Agreement for Endorsement & Deposit Form** *(provided at account opening if applicable)*
- ✓ **Additional documentation may be required** based on type of fiduciary relationship.
- ✓ **Who needs to be present:** The Insurance Agent, Property Manager, etc. and any authorized signer(s)

PUBLIC AGENCY (FEDERAL, STATE, LOCAL GOVERNMENT AGENCY or SUBSIDIARY)

- ✓ **Public Agency authorization to open the account and designation of signer(s)**
- ✓ **Contract for Deposit of Monies and Waiver of Security Form** *(obtained and completed at account opening)*
- ✓ **Who needs to be present:** The authorized Agency employee(s)

SOLE PROPRIETORSHIP

- ✓ **Filed Copy of Fictitious Business Name Statement**, *if the surname of the Sole Proprietor is not included in the business name, or the business name indicates the existence of additional owners (i.e. "Enterprises", "& Associates", "& Sons", etc.)*
- ✓ **Who needs to be present:**
 - Sole Proprietorship with one owner – the owner
 - Spousal Sole Proprietorship – both owners

SOLE PROPRIETOR - TRUST

- ✓ **Current Certification of Trust**, *dated within the past 12 months. (The bank's form may be completed at account opening)*
- ✓ **Page from the Trust showing the business is an asset or the Trustee has power to operate a business**, *required if the Trustee is not a Trustor*
- ✓ **Filed Copy of Fictitious Name Statement**, *required if the Trustee is not a Trustor and the DBA name does not include the Trustor(s) surname*
- ✓ **Who needs to be present:** The Trustee(s)