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
  - Local Club/Chapter using a ‘Parent’ Organization’s EIN
  - 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)
- 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)