

Business Legal Documentation Requirements

All documentation must be current and include any amendments and/or exhibits, supplement, etc.

CORPORATION	LIMITED LIABILITY COMPANY (LLC)
<ul style="list-style-type: none"> ○ Certification of Beneficial Owners of Legal Entities Form ○ Filed Copy of Articles of Incorporation ○ Filed Copy of Current Statement of Information <i>or</i> Corporate Resolution ○ Filed Copy of Fictitious Business Name Statement, <i>if applicable</i> ○ <i>Additional documentation may be required as applicable.</i> <p>Who needs to be present: Authorized signer(s) and the Corporate Secretary</p>	<ul style="list-style-type: none"> ○ Certification of Beneficial Owners of Legal Entities Form ○ Filed Copy of Articles of Organization or Certificate of Formation/Organization ○ Filed Copy of Current Statement of Information <i>or</i> Operating Agreement ○ If a Manager or Managing Member is an entity, documentation for the entity ○ Filed Copy of Fictitious Business Name Statement <i>if applicable</i> ○ <i>Additional documentation may be required as applicable.</i> <p>Who needs to be present: Authorized signer(s) and the Manager(s) or Managing Member(s)</p>
GENERAL PARTNERSHIP	JOINT VENTURE
<ul style="list-style-type: none"> ○ Certification of Beneficial Owners of Legal Entities Form ○ Partnership Agreement ○ If a Partner is <i>an entity</i>, documentation for the entity ○ Filed Copy of Fictitious Business Name Statement <i>if applicable</i> <p>Who needs to be present: Authorized signer(s) and all General Partners</p>	<ul style="list-style-type: none"> ○ Certification of Beneficial Owners of Legal Entities Form ○ Joint Venture Agreement ○ If a Joint-Venturer is an entity, documentation for the entity ○ Filed Copy of Fictitious Business Name Statement <i>if applicable</i> <p>Who needs to be present: Authorized signer(s) and all Joint Venture Partners</p>
LIMITED PARTNERSHIP (LP)	LIMITED LIABILITY PARTNERSHIP (LLP)
<ul style="list-style-type: none"> ○ Certification of Beneficial Owners of Legal Entities Form ○ Filed Copy of Certificate of Limited Partnership ○ Limited Partnership Agreement ○ If a General Partner is an entity, applicable documentation for the entity ○ Filed Copy of Fictitious Business Name Statement <i>if applicable</i> ○ <i>Additional documentation may be required as applicable.</i> <p>Who needs to be present: Authorized signer(s) and all General Partner(s)</p>	<ul style="list-style-type: none"> ○ Certification of Beneficial Owners of Legal Entities Form ○ Filed Copy of Application to Register an LLP ○ Limited Liability Partnership Agreement ○ If a General Partner is <i>an entity</i>, applicable documentation for the entity ○ Filed Copy of Fictitious Business Name Statement <i>if applicable</i> ○ <i>Additional documentation may be required as applicable.</i> <p>Who needs to be present: Authorized signer(s) and all General Partner(s)</p>
SOLE PROPRIETORSHIP	UNINCORPORATED ASSOCIATION OR ORGANIZATION
<ul style="list-style-type: none"> ○ Filed Copy of Fictitious Business Name Statement <i>if applicable</i> <p>Who needs to be present:</p> <ul style="list-style-type: none"> ○ Sole Proprietorship with one owner – the owner ○ Spousal Sole Proprietorship – both owners <p>For a Sole Proprietor with a Living Trust:</p> <ul style="list-style-type: none"> ○ Filed Copy of Fictitious Business Name Statement <i>if applicable</i> ○ Current Certification of Trust, dated within the past 12 months. ○ If the Trustee is not a Trustor, page from the Trust showing the business is an asset or the Trustee has power to operate a business. <p>Who needs to be present: The Trustee(s)</p>	<ul style="list-style-type: none"> ○ Charter or By Laws or Formal Agreement ○ Current Meeting Minutes or Letter of Authorization ○ Filed Copy of Fictitious Business Name Statement, <i>if applicable</i> ○ <i>Additional documentation may be required as applicable.</i> <p>Who needs to be present: Authorized signer(s) and all Members <i>or</i> if the organization has Officers, the Secretary.</p>
	PUBLIC AGENCY (GOVERNMENT AGENCY)
	<ul style="list-style-type: none"> ○ Public Agency Resolution from Board of Directors identifying authorized individual(s) to act on behalf of agency and authorizes account opening at Tri Counties Bank. ○ Contract for Deposit of Monies and Waiver of Security Form (obtained and completed at account opening)

	Who needs to be present: The authorized agency individual(s) and authorized signers.
PROFESSIONAL FIDUCIARY – Comingled Funds (CLIENT TRUST, PROPERTY MANAGEMENT, ETC)	PROFESSIONAL FIDUCIARY – Single Client Funds (CLIENT TRUST, PROPERTY MANAGEMENT, ETC)
<ul style="list-style-type: none"> ○ Certification of Beneficial Owners of Legal Entities Form (<i>if applicable</i>) ○ Applicable entity documentation for fiduciary ○ Authorization Agreement for Endorsement & Deposit Form (<i>agreement with the insurance company, etc. to deposit checks</i>) ○ Property Manager’s Real Estate License (<i>Property Management only</i>) ○ Property Management Agreement (<i>Property Management only, if checks payable to the client will be deposited</i>) ○ <i>Additional documentation may be required as applicable.</i> <p>Who needs to be present: The fiduciary (Insurance Agent, Attorney, Property Manager, etc.) and any authorized signer(s)</p>	<ul style="list-style-type: none"> ○ Certification of Beneficial Owners of Legal Entities Form (<i>if applicable</i>) ○ Applicable entity documentation for fiduciary ○ Applicable entity formation documentation for the client/property owner ○ Property Management Agreement (<i>Property Management only</i>) ○ Property Manager’s Real Estate License (<i>Property Management only</i>) ○ Single Client Trust Account Authorization Form (<i>Bank Form signed by Client and notarized</i>) ○ <i>Additional documentation may be required as applicable.</i> <p>Who needs to be present: The fiduciary (Insurance Agent, Attorney, Property Manager, etc.) and any authorized signer(s)</p>
LOCAL CLUB or CHAPTER USING A ‘PARENT’ ORGANIZATION’S EIN	
WHEN THE ‘PARENT’ ORGANIZATION IS INCORPORATED:	WHEN THE ‘PARENT’ ORGANIZATION IS UNINCORPORATED:
<p>For the Parent Organization:</p> <ul style="list-style-type: none"> ○ Certification of Beneficial Owners of Legal Entities Form ○ ‘Filed’ copy of Articles of Incorporation ○ ‘Filed’ copy of Current Statement of Information or Corporate Resolution ○ ‘Filed’ copy of Certified Amendments to the Articles ○ Written Authorization that includes authorization for the club/chapter to use the EIN <p>AND</p> <p>For the Local Club/Chapter:</p> <ul style="list-style-type: none"> ○ Charter or By Laws or formal written agreement <i>if applicable</i> ○ Current Meeting Minutes or Letter of Authorization designating the signers ○ <i>Additional documentation may be required as applicable.</i> <p>Who needs to be present: Authorized signer(s) and all Members or if the local chapter has officers, the Secretary.</p>	<p>For the Parent Organization:</p> <ul style="list-style-type: none"> ○ Charter, By Laws or formal written agreement for the parent organization ○ Current Meeting Minutes or Letter of Authorization ○ Written Authorization that includes authorization for the local club/chapter to use the EIN ○ <i>Additional documentation may be required as applicable.</i> <p>AND</p> <p>For the Local Club/Chapter:</p> <ul style="list-style-type: none"> ○ Charter or By Laws or formal written agreement <i>if applicable</i> ○ Current Meeting Minutes or Letter of Authorization designating the signers ○ <i>Additional documentation may be required as applicable.</i> <p>Who needs to be present: Authorized signer(s) and all Members or if the local club/chapter has officers, the Secretary.</p>
YOUTH CLUB ACCOUNTS	

<p>Girl Scouts:</p> <ul style="list-style-type: none"> ○ Regional Council Letter establishing the Troop ○ Troop Letter or Meeting Minutes authorizing account signers <p>Boy Scouts:</p> <ul style="list-style-type: none"> ○ Certification of Beneficial Owners of Legal Entities Form <i>if applicable</i> ○ Written Authorization that includes authorization for the Troop to use the EIN of the Sponsoring Entity ○ Applicable documentation for the Sponsoring Organization ○ Boy Scouts Charter or Council Letter establishing the Troop ○ Troop Letter or Meeting Minutes authorizing account signers <p>Who needs to be present: Authorized signer(s) and the Troop Leader(s)</p>	<p>4-H Clubs:</p> <ul style="list-style-type: none"> ○ 4-H Charter ○ UCCE Region Letter of Authorization ○ 4-H Club Letter or Meeting Minutes authorizing account signers <p>Who needs to be present: Authorized signer(s) and the Club Leader(s)</p>
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