Sole Proprietors

Individual Who Needs to Be Present at Account Opening

The business owner.

Documentation and Information Needed to Open Account

Documents filed with appropriate government agency *(most commonly the Secretary of State):*

- Statement of Trade Name: also known as a Trade Name Certificate, Fictitious Business Name Statement, Assumed Name Certificate or Doing Business As (DBA). This document is required unless the trade name is the owner's legal first and last name
- Required: Sally Smith DBA Fabulous Flowers
- Required: Sally Smith DBA Sally Smith's Flowers
- Not Required: Sally Smith DBA Sally Smith

In California, this document is required unless the trade name contains the owner's legal last name. This document is required if the owner's legal last name is used along with any suggestion of additional owners.

Note: *If your business is organized in another state but operates in the state where the account is being opened, documentation from both states are required*.

- Business Documentation from the state the business is organized in.
- Foreign Registration or Certification from the state the account is being opened in.

Tax Identification Number: The owner's Social Security Number (SSN)

Business Information:

- Physical address
- Phone number
- Purpose of business and services provided
- Where products and services are sold
- Number of locations
- Number of employees
- Gross business revenue

Additional Documentation That May Be Needed to Open Account

- Business License

Corporations

Individual Who Needs to Be Present at Account Opening

An authorized representative (i.e., current officer or director of the Corporation) must be present. The authorized representative must have authority to open a bank account. This representative should be identified in either the Corporate Authorization/Resolution or the company's Articles of Incorporation.

Documentation and Information Needed to Open Account

Documents filed with appropriate government agency *(most commonly the Secretary of State):*

- Original or amended Articles of Incorporation also known as a Certificate of Formation.
- Active Status Verification – Corporations registered more than 1 year ago also require one of the following:
  Certificate of Good Standing, Status Report, Long Form Standing or Short Form Standing.

Note: *If your business is organized in another state but operates in the state where the account is being opened, documentation from both states are required.*

- Business Documentation from the state the business is organized in.
- Foreign Registration or Certification from the state the account is being opened in.

Statement of Trade Name: If your business is Doing Business As (DBA) another entity or is operating with a Trade Name. For example: Flower Supply Inc. DBA Flower Shop.

Note: *Statement of Trade Name may also be referred to as: Trade Name Certificate, Fictitious Business Name Statement, Assumed Name Certificate or DBA.*

Tax Identification Number: The Employer Identification Number (EIN) for the Corporation.

Business Information:

- Physical address
- Phone number
- Purpose of business and services provided
- Where products and services are sold
- Gross business revenue
- Number of employees
- Number of locations
- Beneficial Ownership Information

Additional Documentation That Could be Requested

Documents listing the current officers or directors of the Corporation (*one of the following*):

- Corporate Authorization or Resolution
- Charter Document or Bylaws
- Meeting Minutes
- Annual Report

Partnerships

Individual Who Needs to Be Present at Account Opening

An authorized partner must be present. The partner should be identified in either the Business Authorization or the company's Partnership Agreement and must have authority to open a bank account.

Documentation and Information Needed to Open Account

Documents filed with appropriate government agency *(most commonly the Secretary of State):*

• General Partnerships, Limited Partnerships, Limited Liability Partnerships, Limited Liability Limited Partnerships, and Limited Partnership Associations:
• Original or Amended Partnership Agreement or Certificate
• Joint Venture Agreement
• Active Status Verification – Partnerships registered more than 1 year ago also require one of the following:
Certificate of Good Standing, Status Report, Long Form Standing or Short Form Standing.

Note: *If your business is organized in another state but operates in the state where the account is being opened, documentation from both states are required.*

- Business Documentation from the state the business is organized in.
- Foreign Registration or Certification from the state the account is being opened in.

Statement of Trade Name: If your business is Doing Business As (DBA) another entity or is operating with a Trade Name. For example: Flower Supply Inc. DBA Flower Shop.

Note: Statement of Trade Name may also be referred to as: Trade Name Certificate, Fictitious Business Name Statement, Assumed Name Certificate or DBA.

Tax Identification Number: The Employer Identification Number (EIN) for the partnership.

Business Information:

- Physical address
- Phone number
- Purpose of business and services provided
- Where products and services are sold
- Number of locations
- Gross business revenue
- Number of employees
- Beneficial Ownership Information

Additional Documentation That Could be Requested

Documents listing the current partners of the Partnership (*one of the following*):

- Partnership Agreement
- Business Authorization
- Meeting Minutes
- Annual Report

Limited Liability Company (LLC)

Individual Who Needs to Be Present at Account Opening

An authorized representative (manager or managing member) must be present. The authorized representative must have authority to open a bank account. This representative should be identified in either the Operating Agreement or the company's Articles of Organization.

If one of the managers or members of the LLC is another business, the applicable items in the sections below must also be provided for this business.

Documentation and Information Needed to Open Account

Documents filed with appropriate government agency *(most commonly the Secretary of State):*

• Original or amended Articles of Organization also known as a Certificate of Formation or Certificate of Organization.
• Active Status Verification – LLCs registered more than 1 year ago also require one of the following: Certificate of Good Standing, Status Report, Long Form Standing or Short Form Standing.

Note: *If your business is organized in another state but operates in the state where the account is being opened, documentation from both states are required*.

- Business Documentation from the state the business is organized in.
- Foreign Registration or Certification from the state the account is being opened in.

Statement of Trade Name: If your business is Doing Business As (DBA) another entity or is operating with a Trade Name. For example: Flower Supply Inc. DBA Flower Shop.

Note: *Statement of Trade Name may also be referred to as: Trade Name Certificate, Fictitious Business Name Statement, Assumed Name Certificate or DBA*.

Tax Identification Number: The Employer Identification Number (EIN) for the LLC. Single Member LLCs may use their Social Security Number (SSN)

Business Information:

- Physical address
- Phone number
- Purpose of business and services provided
- Where products and services are sold
- Gross business revenue
- Number of employees
- Number of locations
- Beneficial Ownership Information

Additional Documentation That Could be Requested

Documents listing the current managers or managing members of the LLC (*one of the following*):

- Operating Agreement
- Business Authorization
- Meeting Minutes
- Annual Report

Non-Profit Corporations

Individual Who Needs to Be Present at Account Opening

An authorized representative (i.e., current officer or director of the Corporation) must be present. The authorized representative must have authority to open a bank account. This representative should be identified in the Corporate Resolution or the organization's Articles of Incorporation.

Documentation and Information Needed to Open Account

Documents filed with appropriate government agency *(most commonly the Secretary of State):*

- Original or amended Articles of Incorporation also known as a Certificate of Formation.
- Active Status Verification – Corporations registered more than 1 year ago also require one of the following:
  Certificate of Good Standing, Status Report, Long Form Standing or Short Form Standing.

Note: *If your business is organized in another state but operates in the state where the account is being opened, documentation from both states are required*.

- Business Documentation from the state the business is organized in.
- Foreign Registration or Certification from the state the account is being opened in.

Statement of Trade Name: May be required if your business is Doing Business As (DBA) another entity or is operating with a Trade Name.

For example: Save the Pandas DBA Bamboo for Bobbie. Registration is not required if the trade name is listed within the original or amended Articles of Incorporation.

Note: *Statement of Trade Name may also be referred to as: Trade Name Certificate, Fictitious Business Name Statement, Assumed Name Certificate or DBA*.

Tax Identification Number: The Employer Identification Number (EIN) for the corporation.

Tax Exemption: For charitable non-profit businesses that are tax exempt under Section 501c(3), (4), and (10) of the Internal Revenue Code an IRS ruling letter documenting the tax exemption should be provided.

Business Information:

- Physical address
- Phone number
- Purpose of business and services provided
- Where products and services are sold
- Number of locations
- Number of employees
- Beneficial Ownership Information

Additional Documentation That Could be Requested

Documents listing the current officers or directors of the Corporation (one of the following):

- Corporate Authorization or Resolution
- Charter Document or Bylaws
- Meeting Minutes
- Annual Report