

# What You Need to Open a Business Account

## Sole Proprietorship

A Sole Proprietorship can only be owned by one individual, spouses, or registered domestic partners. The Fictitious Business Name Statement (FBNS) will state which it is in the Business Conducted By section. All owners must sign on the account.

- Primary and Secondary Identification for each signer
- Tax Identification Number (SSN or EIN)
- Fictitious Business Name Statement (FBNS), filed at County (*not required if Last Name is in the name of the business*)
- Additional non-owner authorized signers are allowed. They must be present, sign signature card and present valid ID.

## Corporation (For Profit and Nonprofit)

Account can be opened by an authorizing representative. This includes: President, Secretary, Assistant Secretary or Acting Secretary. The Corporate Resolution or Meeting Minutes will state who has the authority to open and sign.

- Primary and Secondary Identification for each signer
- Articles of Incorporation (ARTS-\_\_ ) and any amendments (stamped by CA Secretary of State)\*
- Statement of Information (SI-\_\_ ) (stamped by CA Secretary of State)\*
- Corporate Resolution OR Meeting Minutes (on business letterhead and signed by Secretary)
  - o List all officers' names and titles
  - o Designate who has authority to be an authorized signer and open bank accounts
- Fictitious Business Name Statement (FBNS), filed at County (if using name different from Articles of Incorporation)
- Employer Identification Number (EIN)
- If corporation formed outside of CA, Filed Statement and Designation by Foreign Corporation (S&DC-S/N)
- Additional non-owner authorized signers are allowed. They must be present, sign signature card and present valid ID.

\*Form number varies based on type of corporation (i.e. General Stock, Close, Nonprofit, etc)

## Limited Liability Company (LLC)

If managed by all members, all members must sign. If managed by a Manager(s), all Managers must sign. Section 4 of the Articles of Organization (LLC-1) will state which.

- Primary and Secondary Identification for each signer
- Articles of Organization (LLC - 1) (stamped by the CA Secretary of State)
- Statement of Information (LLC-12)
- Operating Agreement (on business letterhead or business name clearly identified in the Agreement)
  - o Document must be signed by a managing member
  - o All member/managers names must be listed
- Fictitious Business Name Statement (FBNS), filed at County (if using name different from Articles of Incorporation)
- Employer Identification Number (EIN) - Single Member LLCs may use their SSN
- If LLC formed outside of CA, Filed Application to Register a Foreign Limited Liability Company (LLC-5)
- Additional non-owner authorized signers are allowed. They must be present, sign signature card and present valid ID.

## Partnership

There are three main types of partnerships: 1) General Partnerships, 2) Limited Partnerships, and 3) Limited Liability Partnerships.

Documents required for all partnerships:

- Primary and Secondary Identification for each signer (all general partners must sign)
- Partnership Agreement
  - o Must be on business letterhead or business name clearly identified in the Agreement
  - o All partner names must be listed along with signatures
  - o Must designate who has authority to be an authorized signer and/or to open bank accounts
  - o If not specified in Partnership Agreement, provide additional document on business letterhead granting authority to appropriate signer(s) and signed by all managing partners
- Fictitious Business Name Statement (FBNS), filed at County\*
- Employer Identification Number (EIN)
- If partnership is formed outside of California, a filed Statement of Partnership Authority (GP-1) or Registration Foreign Limited Partnership (LP-5) from the State of CA
- Additional non-owner authorized signers are allowed. They must be present, sign signature card and present valid ID.

Additional document for Limited Partnerships:

- Certificate of Limited Partnership (LP-1), filed with the State of CA

Additional documents for Limited Liability Partnerships:

- Application to Register a Limited Liability Partnership (LLP-1), filed with the State of CA

*\*FBNS only required for Limited and Limited Liability Partnerships if using a name different from the LP-1 or LLP-1*

## Unincorporated Association or Organization

- Primary and Secondary Identification for each signer
- Employer Identification Number (EIN)
- If Organization or Association is using their own EIN:
  - o Articles of Association or Bylaws or Governing Rules
  - o Charter document validating existence
  - o Fictitious Business Name Statement (FBNS), filed at County
  - o IRS Confirmation of EIN Issuance
  - o Document listing the current officers of the Unincorporated Business Association or Organization
  - o Meeting Minutes naming who is authorized to open the account and authorized signers
- If Organization or Association is using EIN of national or regional organization:
  - o Letter of Authorization, on letterhead, from national or regional office (must include EIN of national or regional office) naming who is authorized to open the account and authorized signers

## Helpful Websites

CA Secretary of State, business lookup: <https://bizfileonline.sos.ca.gov/>

CA Secretary of State, sample forms: [www.sos.ca.gov/business-programs/business-entities/forms](http://www.sos.ca.gov/business-programs/business-entities/forms)

San Diego County FBN Search: <https://arcc-acclaim.sdcounty.ca.gov/FBN>

Riverside County FBN Search: [www.rivcoacr.org/searching-the-registry](http://www.rivcoacr.org/searching-the-registry)

San Bernardino County FBN Search: <https://arc.sbcounty.gov/fbn/>

**Have questions? We're here to help! Feel free to give us a buzz at 800.736.4500 or swing by a local branch.**



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Consult an attorney and/or tax advisor for advice on the appropriate documents for your business.