

## Business Account Types & Required Documentation

Ownership Type	Documentation Required
<b>Sole Proprietorship</b>	<ul style="list-style-type: none"> <li>SS-4, IRS Letters 147c or 1050, IRS Accepted Form 941, IRS Accepted Form 990, IRS Notice CP575B, Exempt Status 501c3 (letters 947, 1076, or 4168c), EIN confirmation from IRS website, <b>or</b> Owner's Social Security Number</li> <li><i>Fictitious Business Name Statement</i> (if proprietor's surname is not in the name of the business or implies other owners)</li> <li>Sole Proprietorship Resolution of Authority (Page 2 – Business Account Signature Card)</li> </ul>
<b>General Partnership</b>	<ul style="list-style-type: none"> <li>SS-4, IRS Letters 147c or 1050, IRS Accepted Form 941, IRS Accepted Form 990, IRS Notice CP575B, Exempt Status 501c3 (letters 947, 1076, or 4168c), <b>or</b> EIN confirmation from IRS website</li> <li><i>Fictitious Business Name Statement</i> (if surname of all partners are not in the name of the business or implies other owners)</li> <li>General Partnership Resolution of Authority (Page 2 – Business Account Signature Card)</li> <li>General Partnership Agreement (between partners)</li> <li>**Beneficial Owner Information – see below</li> <li>***Statement of Partnership Authority – see below</li> </ul>
<b>Limited Partnership</b>	<ul style="list-style-type: none"> <li>SS-4, IRS Letters 147c or 1050, IRS Accepted Form 941, IRS Accepted Form 990, IRS Notice CP575B, Exempt Status 501c3 (letters 947, 1076, or 4168c), <b>or</b> EIN confirmation from IRS website</li> <li><i>Fictitious Business Name Statement</i> (if doing business under a name other than the legal business name)</li> <li>Limited Partnership Resolution of Authority (Page 2 – Business Account Signature Card)</li> <li>Certificate of Limited Partnership (from Secretary of State)</li> <li>Limited Partnership Agreement (between partners)</li> <li>**Beneficial Owner Information – see below</li> </ul>
<b>Limited Liability Partnership (LLP)</b>	<ul style="list-style-type: none"> <li>SS-4, IRS Letters 147c or 1050, IRS Accepted Form 941, IRS Accepted Form 990, IRS Notice CP575B, Exempt Status 501c3 (letters 947, 1076, or 4168c), <b>or</b> EIN confirmation from IRS website</li> <li><i>Fictitious Business Name Statement</i> (if doing business under a name other than the legal business name)</li> <li>LLP Resolution of Authority (Page 2 – Business Account Signature Card)</li> <li>Limited Liability Partnership Agreement (between partners)</li> <li>Registration of LLP (filed with Secretary of State)</li> <li>**Beneficial Owner Information – see below</li> </ul>
<b>Corporation</b>	<ul style="list-style-type: none"> <li>SS-4, IRS Letters 147c or 1050, IRS Accepted Form 941, IRS Accepted Form 990, IRS Notice CP575B, Exempt Status 501c3 (letters 947, 1076, or 4168c), <b>or</b> EIN confirmation from IRS website</li> <li>Corporate Resolution of Authority (Page 2 – Business Account Signature Card)</li> <li>Articles of Incorporation (filed with Secretary of State)</li> <li>Board minutes naming corporate officers allowed to transact on account <b>or</b> Corporate Bylaws (must list who is transacting)</li> <li><i>Fictitious Business Name Statement</i> (if doing business under a name other than the legal business name)</li> <li>**Beneficial Owner Information – see below</li> </ul>
<b>Limited Liability Company (LLC)</b>	<ul style="list-style-type: none"> <li>SS-4, IRS Letters 147c or 1050, IRS Accepted Form 941, IRS Accepted Form 990, IRS Notice CP575B, Exempt Status 501c3 (letters 947, 1076, or 4168c), <b>or</b> EIN confirmation from IRS website</li> <li>LLC Resolution of Authority (Page 2 – Business Account Signature Card)</li> <li>Articles of Organization (filed with Secretary of State)</li> <li>Operating Agreement naming managing members or managers</li> <li><i>Fictitious Business Name Statement</i> (if doing business under a name other than the legal business name)</li> <li>**Beneficial Owner Information – see below</li> </ul>
<b>An Unincorporated Association or Organization (Religious / Charitable / Educational / Tax Exempt), Recreation Association or Club Account</b>	<ul style="list-style-type: none"> <li>SS-4, IRS Letters 147c or 1050, IRS Accepted Form 941, IRS Accepted Form 990, IRS Notice CP575B, Exempt Status 501c3 (letters 947, 1076, or 4168c), <b>or</b> EIN confirmation from IRS website</li> <li>Organization Resolution of Authority (Page 2 – Business Account Signature Card)</li> <li>Board Minutes naming Corporate Officers allowed to transact on the account signed by the Secretary (if an established association)</li> <li>**Beneficial Owner Information – see below</li> </ul>
<b>Tragedy/Benefit Accounts</b>	<ul style="list-style-type: none"> <li>SS-4, IRS Letters 147c or 1050, IRS Accepted Form 941, IRS Accepted Form 990, IRS Notice CP575B, Exempt Status 501c3 (letters 947, 1076, or 4168c), <b>or</b> EIN confirmation from IRS website</li> <li>Resolution of Authority (Page 2 – Business Account Signature Card)</li> <li><i>Must be established by an immediate family member of the person the account is for</i></li> </ul>
<b>Money Service Business Accounts</b>	<ul style="list-style-type: none"> <li><b>ALL required business documentation for account type (LLC, Corporation, etc.)</b></li> <li>FinCen Registration (<a href="http://www.fincen.gov/msb">www.fincen.gov/msb</a>)</li> <li>State of California Check Cashier's Permit (if applicable)</li> <li>Agent or Principal status, list of agents (if applicable) and their proof of due diligence, operating, management, and termination practices</li> <li>Copies of agreements for services provided (Money Orders, Western Union, Prepaid Cards)</li> <li>Copy of written Bank Secrecy Act (BSA) and Anti-Money Laundering (AML) program</li> <li>Results of the annual AML independent testing</li> <li>Written employee screening practices</li> <li>Written procedures for operation of money service business</li> <li>**Beneficial Owner Information – see below</li> </ul>

**\*\*Beneficial Owner Information is required for business accounts. Refer to the Beneficial Owner FAQs for specific information required. Sole Proprietorships are exempt. Unincorporated Associations, Non-Profits, and Non-Government Organizations, charities, & religious organizations will only need to provide information for the person opening the account and the person with significant responsibility.**

**\*\*\* Statement of Partnership Authority is only required if the member has already filed it with the Secretary of State**

Business Documentation registered in California can be verified and printed from the California Secretary of State website (<https://www.sos.ca.gov/>). Navigate to Business > Business Search with Free Images. Businesses registered in a different state will use that state's Secretary of State website. IRS Form 990 can be verified and printed on the IRS website (<https://www.irs.gov/charities-and-nonprofits>).