

Business Account Types & Required Documentation

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

****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>).