

## **What You Need to Open an Account**

### **Business Corporation**

- Certified copy of the Articles of Incorporation
- Corporate Resolution
- Fictitious Name Statement (if Applicable)
- Tax Identification Number (TIN)  
(Social Security Number (SSN) of the owner may be used if they have no employees)

### **If Out of State Corporation**

- Certificate of Qualification to do business in California
- Registration of Corporate Name (if not doing business Intrastate)

### **Business Sole-Proprietorship**

- Fictitious Business Name Statement  
(Not required if the surname of the owner is used in business name)
- TIN  
(SSN of the owner may be used if they have no employees)

### **Business Limited Partnership/Limited Liability Partnership**

- Certificate of Limited Partnership (LP-1 or LLP-1)
- Copy of Partnership Agreement (if applicable)
- Fictitious Business Name Statement (if applicable)
- TIN of the Partnership

### **Business Limited Liability Company**

- Articles of Organization (LLC-1)
- Operating Agreement (if applicable)
- TIN of the LLC  
(SSN may be used if the LLC has a single member with no Employees)

### **If Out of State LLC**

- Certificate of Registration or Formation
- Certificate of Good Standing

### **Business Partnership**

- Partnership Agreement (if applicable)
- Fictitious Business Name Statement (if applicable)
- TIN of the Partnership  
(SSN may be used for an informal partnership)

### **Business Non-Profit Corporation**

- IRS Exemption Letter (as applicable per the IRS code 501C)
- Articles of Incorporation
- TIN

### **Business Non-Profit Organization**

- IRS Exemption Letter (as applicable per the IRS code 501C)
- Copy of group's bylaws (if applicable)
- Copy of the meeting minutes or a letter from the office listing current authorized signers (if applicable)
- TIN

### **Business Unincorporated Association**

- Copy of the group's bylaws (if applicable)
- Copy of the meeting minutes or a letter from the office listing current authorized signers
- TIN of association or SSN of an authorized signer

**USA PATRIOT Act §326 - Important Information About Procedures for Opening a New Account.** To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.

What this means to you: when you open an account, we will ask your name, address, date of birth, Social Security number, or other information that will allow us to identify you. We may also ask for your driver's license or other identifying documents.

