

| Ownership Type | Documentation Needed |
|---|--|
| <p>Sole Proprietor (an unincorporated business owned by one individual or a husband and wife)</p> | <p>1. Fictitious Business Name Statement (DBA Form) Stamped by County Recorder Office Required if business name does not have first and last name of member -AND- 2. Employer Identification Number (EIN) Required only if business is not using sole proprietor's SSN</p> |
| <p>General Partnership (an unincorporated business Owned by two or more people)</p> | <p>1. Partnership Agreement -AND- 2. Fictitious Business Name Statement (DBA Form) Stamped by County Recorder Office Required if partnership does not include both members' first/last names -AND- 3. Employer Identification Number (EIN)</p> |
| <p>Limited Liability Company (LLC) (a special kind of company that shares characteristics of a corporation and a partnership)</p> | <p>1. Articles of Organization Must contain "Filed" and Date Stamp from CA Secretary of State -AND- 2. Statement of Information or Copy of Operating Agreement Statement of Information must be filed within 1-2 years of the establishment of the LLC. -AND- 3. Employer Identification Number (EIN)</p> |
| <p>Limited Liability Partnership (LLP) (these entities are neither LLC's or or General Partnerships)</p> | <p>1. Certificate of Limited Partnership Must contain "Filed" and Date Stamp from CA Secretary of State -OR- 2. Application to Register Limited Liability Partnership -AND- 3. Employer Identification Number (EIN)</p> |
| <p>Corporation (Inc.) (an entity created by law, limiting liability to corporate assets. Ownership is evidenced by shares of stock and operated officers elected by a Board of Directors)</p> | <p>1. Articles of Incorporation including Certificate Must contain "Filed", File #, and Date Stamp from CA Secretary of State Certificate is issued upon filing articles – File # must match # on Articles -AND- 2. Statement of Information Must contain Sec. of State certification and names of corporate officers Must be filed within 3 months of registering a new corporation -AND- 3. Corporation Bylaws -AND- 4. Employer Identification Number (EIN)</p> |
| <p>Association/Union Account (an organization of two or more persons organized to promote a common interest)</p> | <p>1. Registration of the Association with the appropriate governing entity or Articles of Association -AND- 2. Employer Identification Number (EIN) 3. By-laws may be used in place of Articles of Association and/or registration with the appropriate governing entity.</p> |

Engine House Account

(Fire Station House Dues Account)

1. Copy of Bylaws (if they exist)

-AND-

2. Completed Engine House Membership Agreement (with Captain's Signature)

-AND-

3. Employer Identification Number (EIN)

Additional Documents (Optional)

1. Copy of 501C Documentation (Certificate as a Non-Profit)

2. FTB Form 3500 (For State Tax Exemption)

3. Statement & Designation by Foreign Corp. (Non-CA Corp doing business in CA)

Miscellaneous

Should any documentation be provided by a member to open a business account that does not fit within the documents identified in this New Business Account Documentation Guide, escalate to the Director Regional Offices for further review and approval (if sufficient for purposes of opening the account).