



# REQUIRED BUSINESS DOCUMENTATION

## BUSINESS SIGNERS

- Customer Information Sheet ([download at AmericanRivieraBank.com/BusinessCIP](https://www.AmericanRivieraBank.com/BusinessCIP))

## BENEFICIAL OWNERS

- Certification Regarding Beneficial Owners of Legal Entity Customers form (download at [AmericanRivieraBank.com/BeneficialOwners](https://www.AmericanRivieraBank.com/BeneficialOwners))



## SOLE PROPRIETOR

- Unexpired Fictitious Business Name Statement filed with the County Clerk

## GENERAL PARTNERSHIP

- Partnership Agreement
- Statement of Partnership Authority (GP-1)—filed copy with Secretary of State
- If also DBA: Fictitious Business Name Statement—filed copy
- If an out-of-state (foreign) partnership is doing business in CA: Certificate of Good Standing—filed copy with Secretary of State
- EIN of the Partnership
- Certification for Beneficial Owners

## LIMITED PARTNERSHIP OR LIMITED LIABILITY PARTNERSHIP

- Partnership Agreement
- Certificate of Limited Partnership (LP-1)—filed copy with Secretary of State
- If also DBA: Fictitious Business Name Statement filed copy
- If an out-of-state (foreign) partnership is doing business in CA: Certificate of Good Standing—filed copy with Secretary of State
- EIN of the Partnership
- Certification for Beneficial Owners

## LIMITED LIABILITY COMPANY

- Operating Agreement
- Articles of organization (LLC-1)—filed copy with Secretary of State
- If also DBA: Fictitious Business Name Statement—filed copy
- If an out-of-state (foreign) LLC is doing business in CA: Certificate of Registration—filed copy with Secretary of State
- Tax Identification Number
- Statement of Information (LLC-12)—filed copy with the Secretary of State
- Certification for Beneficial Owners



# REQUIRED BUSINESS DOCUMENTATION

## CORPORATION & NON-PROFIT CORPORATION

- Articles of incorporation—filed copy with Secretary of State
- Statement of Information (SI-200C)—filed copy with the Secretary of State within the last 12 months (24 months, if non-profit)
- If a corporation is out of state, they must also have a Certification of Qualification to do business in the State of California.
- If also DBA: Fictitious Business Name Statement—filed copy
- EIN of Corporation
- Certification for Beneficial Owners (Non-Profit does not need to fill out Section C)
- Form 990 (for Non-Profit Corporation)

## UNINCORPORATED ASSOCIATION (RELIGIOUS SOCIETY, ORGANIZATION, CLUB)

- Charter, Bylaws, Governing Rules or minutes of Organization
- If also DBA: Fictitious Business Name Statement—filed copy
- EIN of Corporation
- Certification for Beneficial Owners
- Letter of Authorization, Board Minutes or Resolution, signed by two or more officers

## STATE BAR OF CALIFORNIA ATTORNEY/CLIENT TRUST

- Appropriate business documentation according to the type of Law Firm
- Tax Identification Number for the State of California
- Tax Identification Number for the Law Firm
- Certification for Beneficial Owners

## ATTORNEY/CLIENT TRUST

- Appropriate business documentation according to the type of Law Firm
- Tax Identification Number for the State of California
- W-9 form for the client
- Certification for Beneficial Owners

## REAL ESTATE BROKERAGE TRUST

- Appropriate business documentation according to the type of Brokerage
- Real Estate Broker's license
- Tax Identification Number for the Brokerage
- W-9 form for the client
- Certification for Beneficial Owners (if only if filed with Secretary of State or similar)

## ESCROW

- Appropriate business documentation according to the type of Escrow company
- Tax Identification Number for the Brokerage
- W-9 form for the client
- Certification for Beneficial Owners
- Resolution (ARB-provided form)