



California New Business Account Documentation Guide

Ownership Type

Documentation Needed

Sole Proprietor/DBA

(an unincorporated business owned by one individual or a husband and wife)

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

General Partnership

(an unincorporated business Owned by two or more people)

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)**

Limited Liability Company (LLC)

(a special kind of company that shares characteristics of a corporation and a partnership)

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)**

Limited Liability Partnership (LLP)

(these entities are neither LLC's or General Partnerships)

1. **Certificate of Limited Partnership**
 Must contain "Filed" and Date Stamp from CA Secretary of State
 -AND-
2. **Employer Identification Number (EIN)**

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)

1. **Articles of Incorporation**
 Must contain "Filed", File #, and Date Stamp from CA Secretary of State
 -AND-
2. **Certificate of Incorporation**
 Certificate is issued upon filing articles – File # must match # on Articles
 -AND-
3. **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-
4. **Corporation Bylaws**
 -AND-
5. **Employer Identification Number (EIN)**

Unincorporated Association

(an organization of two or more persons organized to promote a common interest)

1. **Registration of the Association with the appropriate governing entity or Articles of Association**
 -OR-
2. **By-laws may be used in place of Articles of Association and/or registration with the appropriate governing entity.**
 -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)**