



## Partnership

There are three main types of partnerships: 1) General Partnerships, 2) Limited Partnerships, and 3) Limited Liability Partnerships.

Documents required for all partnerships:

- Primary and Secondary Identification for each signer (all general partners must sign)
- Partnership Agreement
  - o Must be on business letterhead or business name clearly identified in the Agreement
  - o All partner names must be listed along with signatures
  - o Must designate who has authority to be an authorized signer and/or to open bank accounts
  - o If not specified in Partnership Agreement, provide additional document on business letterhead granting authority to appropriate signer(s) and signed by all managing partners
- Fictitious Business Name Statement (FBNS), filed at County\*
- Employer Identification Number (EIN)
- If partnership is formed outside of California, a filed Statement of Partnership Authority (GP-1) or Registration Foreign Limited Partnership (LP-5) from the State of CA
- Additional non-owner authorized signers are allowed. They must be present, sign signature card and present valid ID.

Additional document for Limited Partnerships:

- Certificate of Limited Partnership (LP-1), filed with the State of CA

Additional documents for Limited Liability Partnerships:

- Application to Register a Limited Liability Partnership (LLP-1), filed with the State of CA

*\*FBNS only required for Limited and Limited Liability Partnerships if using a name different from the LP-1 or LLP-1*

## Unincorporated Association or Organization

- Primary and Secondary Identification for each signer
- Employer Identification Number (EIN)
- If Organization or Association is using their own EIN:
  - o Articles of Association or Bylaws or Governing Rules
  - o Charter document validating existence
  - o Fictitious Business Name Statement (FBNS), filed at County
  - o IRS Confirmation of EIN Issuance
  - o Document listing the current officers of the Unincorporated Business Association or Organization
  - o Meeting Minutes naming who is authorized to open the account and authorized signers
- If Organization or Association is using EIN of national or regional organization:
  - o Letter of Authorization, on letterhead, from national or regional office (must include EIN of national or regional office) naming who is authorized to open the account and authorized signers

## Helpful Websites

CA Secretary of State, business lookup: <https://bizfileonline.sos.ca.gov/>

CA Secretary of State, sample forms: [www.sos.ca.gov/business-programs/business-entities/forms](http://www.sos.ca.gov/business-programs/business-entities/forms)

San Diego County FBN Search: <https://arcc-acclaim.sdcounty.ca.gov/FBN>

Riverside County FBN Search: [www.rivcoacr.org/searching-the-registry](http://www.rivcoacr.org/searching-the-registry)

San Bernardino County FBN Search: <https://arc.sbcounty.gov/fbn/>

**Have questions? We're here to help! Feel free to give us a buzz at 800.736.4500 or swing by a local branch.**



Federally  
insured  
by NCUA



Consult an attorney and/or tax advisor for advice on the appropriate documents for your business.

**Dream big. We got you.®**