

Business Account Entity Document Requirements



Valley Strong Credit Union offers you a full range of business services. To open a business checking or savings account with us, please provide the following documents for your ownership type:

Sole Proprietorship	Partnerships (General, Limited, Limited Liability)	Limited Liability Company (LLC)
<ul style="list-style-type: none"> ○ If the business name does not include the legal surname of the owner, you will need a Fictitious Business Name Statement (FBNS). ○ Proof of Publication (if FBNS is less than 30 days old) ○ Certificate of Good Standing from County website (only required if there is a FBNS) <p>For example: If the owner’s legal name is John Smith, and the business name is John’s Plumbing, you will need the additional documentation. However, if the business name is <i>Smith Plumbing</i> you will not.</p>	<p><u>General Partnership (GP)</u></p> <ul style="list-style-type: none"> ○ Duly executed Partnership Agreement with modifications and amendments signed by all partners. ○ FBNS is required if all partner’s last names are not included in the business name or doing business under another name. Proof of publication if FBNS is less than 30 days old (not required if FBNS is a renewal) ○ Certificate of Good Standing from County site only if FBNS was needed. <p><u>Limited Partnership (LP) & Limited Liability Partnerships (LLP)</u></p> <ul style="list-style-type: none"> ○ Statement of Partnership Authority (LP-1) ○ Certificate of Good Standing from Secretary of State site <p>Online Business Services California Secretary of State</p> <p>The following is only required if the LP or LLP is doing business under a name different from the filed registration:</p> <ul style="list-style-type: none"> ○ FBNS ○ Proof of Publication (if FBNS is less than 30 days old) ○ Certificate of Good Standing from County website 	<ul style="list-style-type: none"> ○ Articles of Organization (LLC-1) ○ Statement of Information (LLC-12) ○ Operating Agreement with modifications or amendments ○ Certificate of Good Standing printed from Secretary of State website <p>The following is only required if the LLC is doing business under a name different from the filed registration:</p> <ul style="list-style-type: none"> ○ FBNS ○ Proof of Publication (if FBNS is less than 30 days old) ○ Certificate of Good Standing from County website (only required if there is a FBNS) <p>Note: If the LLC is a single-member LLC, Operating Agreement is recommended but not required.</p> <p>Entity documents can be located on the California Secretary of State website:</p> <p>Online Business Services California Secretary of State</p>

Corporation	Unincorporated Association	Non-Profit -Non-profit corporation must be recognized by the IRS as exempt from Federal Income Tax.
<ul style="list-style-type: none"> ○ Articles of Incorporation with modifications or amendments ○ Statement of Information (SI-200) ○ Certificate of Good Standing printed from Secretary of State website <p>Online Business Services California Secretary of State</p> <p>The following is only required if the corporation is doing business under a different name:</p> <ul style="list-style-type: none"> ○ FBNS ○ Proof of Publication (if FBNS is less than 30 days old) ○ Certificate of Good Standing from County website (only required if there is a FBNS) 	<ul style="list-style-type: none"> ○ Charter, Bylaws, Governing Rules, or Meeting Minutes ○ Letter of Authority signed by two or more officers (signers may be listed in original minutes) 	<ul style="list-style-type: none"> ○ Articles of Incorporation with modifications or amendments ○ Statement of Information (SI-200) ○ Certificate of Good Standing printed from Secretary of State website ○ Letter or meeting minutes authorizing opening of the account at Valley Strong ○ IRS Letter of Determination OR Registration with one of the following: Franchise Tax Board or CA Department of Justice Third Party Verification from ONE of the following: Franchise Tax Board Exemption Organization List https://webapp.ftb.ca.gov/eletter/?Submit=Check+Status ○ Charity Navigator http://www.charitynavigator.org ○ IRS Select Check https://apps.irs.gov/app/eos

Additional Requirements for all Ownership Types

1. Each owner/officer and authorized signer must be present to sign the Business Account Application or completed via eSign.
2. Each signer must provide an unexpired Government Issued Photo ID number, Physical Address, D.O.B. and Tax ID Number
3. \$5 Business Share Savings deposit
4. Minimum deposit on Share Draft Accounts per account guidelines
5. * Beneficial Owners (25%+ Ownership): Provide an unexpired Government Issued photo ID number, name, physical Address, D.O.B., and Tax ID number

Please let us know if you would like information on any of the following business services

- Business Loans, Lines of Credit, Equipment Loans & Real Estate Loans
- Business Debit Card or Business Credit Card
- HR & Payroll Services
- Retirement Plans (401k, SEP, IRA, Deferred Comp)
- Wealth Management
- Merchant Card processing services
- Desktop Remote Deposit, Positive Pay, Domestic & International Wires, or ACH Origination
- Other _____

