

Change is easy....

Business New Account Kit



MISSION VALLEY BANK

Your Success is Our Mission.

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Business Account Information Kit

Type of Account(s):

- Business Checking
- Payroll Account
- Business Interest Checking
- Small Business Checking
- Business Analyzed Checking
- Business Money Market Checking
- Business Savings
- Certificate of Deposit Term: _____

Account(s) will be held as:

- Sole-Proprietor (dba)
- Corporation
- Limited Liability Company
- Partnership/Joint Venture
- Unincorporated Association
- Trust
- Estate
- Other: _____

(Please see insert for a list of necessary legal documentation)

Account Name:

Business Address:

Mailing Address:

Web Site URL: _____ E-Mail Address: _____

Telephone: _____ Fax: _____ Cellular # _____

Type of Business:

Tax I.D. No. _____ Number of Signatures Required: _____

Other Information:

Additional Financial Tools Needed:

- Internet Cash Management
- Incoming Wires
- Outgoing Wires
- ACH Services
- Payroll Services
- Merchant Bankcard Services
- Corporate Credit Card Services
- Federal & State Tax Payments
- Courier Services
- Armored Transport
- Safe Deposit Box
- Overdraft Protection
- Line of Credit (Amount \$ _____)
- Vehicle Financing
- Equipment Financing
- Other: _____

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Required Info	Signer #1	Signer #2
Printed Name		
Title:		
SSN#		
Birth Date		
Birth Place		
Driver's License <small>(State, Number & Exp.)</small>		
Secondary ID <small>(Issued by, last 4 digits, Exp.)</small>		
Mothers Maiden Name		
Home Address		
City, State & Zip		
Home Phone #		
Cellular #		
E-Mail Address:		
Occupation:		
Employer's Name <small>(if not same as account name)</small>		
Employer's Phone # <small>(if not same as account phone)</small>		
Address: <small>(if not same as account address)</small>		
City, State & Zip		
Other		
Signers on which account:		

*(Please **fully** complete all of the above information – for additional signers please attach an additional sheet)*

So that we can provide you with the best possible service, please answer the following quick questions:

- Will a facsimile or computer generated signature be used to process any items on your account(s)? _____
- Approximately how many employees do you currently have? _____
- How often and / or on what days do you issue payroll? _____
- Have you experienced any incidents of fraud on your previous accounts? _____
- Would you like us to handle your check & deposit ticket order for you? _____
- Would you like us to order your endorsement stamps? _____ How many? _____

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Necessary Legal Documentation

Sole Ownership, including Husband and Wife and other Unincorporated Entities

- Copy of current filed Fictitious Business Name Statement (if applicable).
- One piece of primary and one piece of secondary identification for sole owner and each authorized signer.
- Photocopy of the primary identification for each authorized signer.
- Secondary ID for each signer must be presented and verified at time of account opening.

California Corporations:

- Copy of filed Articles of Incorporation.
- Copy of current filed Fictitious Business Name Statement (if applicable).
- Statement of Information filed with the secretary of state OR most recent minutes of election of officers.
- One piece of primary identification for each authorized signer/officer. Will be photocopied at time of opening.

U.S. Non-California Corporations:

- Copy of filed Articles of Incorporation from state of origin.
- Certificate of qualification filed with the state of California (if applicable).
- Copy of current filed Fictitious Business Name Statement (if applicable).
If a Fictitious Business Name Statement is filed in California, the corporation must have filed to qualify to do business in California.
- One of the following to confirm the identity of the Corporate Officers:
A filed Stamped copy of the Statement by Foreign Stock Corporation OR
Minutes from the corporation's board of directors' meeting reflecting the officer's appointment.
- One piece of primary identification for each authorized signer/officer. Will be photocopied at time of opening.

California -Limited Liability Companies (LLC)

- A filed-stamped copy of the Articles of Organization (LLC-1).
- Statement of Information and Copy of the LLC Agreement (Title page, Management page & Signature page).
- Copy of current filed Fictitious Business Name Statement (if applicable).
- One piece of primary identification for each authorized signer/officer. Will be photocopied at time of opening.
If Members are an ORGANIZATION – all related documentation will be required

Non - California - Limited Liability Companies (LLC)

- A filed-stamped copy of the Limited Liability Company Application for Registration (LLC-5) filed in California.
- File stamped organizational documents from the state of origin.
- Statement of Information and Copy of the LLC Agreement (Title page, Management page & Signature page).
- Copy of current filed Fictitious Business Name Statement (if applicable).
If a Fictitious Business Name Statement is filed in California,
the LLC must have filed to qualify to do business in California.
If Members are an ORGANIZATION – all related documentation will be required
- One piece of primary identification for each authorized signer/officer. Will be photocopied at time of opening.

Limited Partnership – California

- Copy of filing Form LP-1 Certificate of Limited Partnership.
- Copy of current filed Fictitious Business Name Statement (if applicable).
- One piece of primary identification for each authorized signer/officer. Will be photocopied at time of opening.
- If General Partners are an ORGANIZATION – all related documentation will be required

General Partnership – California

- Partnership agreement
- GP-1 filed with the Secretary of State (if applicable).
- Copy of current filed Fictitious Business Name Statement (if applicable).
- One piece of primary identification for each authorized signer/officer. Will be photocopied at time of opening.
- If General Partners are an ORGANIZATION – all related documentation will be required

Attorney-Client Trust

- Copy of current filed Fictitious Business Name Statement (if applicable).
- One piece of primary identification for each authorized signer/officer of an organization.
- Will be photocopied at time of opening.
- Secondary Identification is required for individual accounts.

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Additional Authorized Signer Information Sheet

Required Info	Signer #3	Signer #4
Printed Name		
Title:		
SSN		
Birth Date		
Birth Place		
Drivers License <small>(State, Number & Exp.)</small>		
Secondary ID <small>(Issued by, last 4 digits, Exp.)</small>		
Mothers Maiden Name		
Home Address		
City, State & Zip		
Home Phone #		
Cellular #		
E-Mail Address:		
Occupation:		
Employer's Name <small>(if not same as account name)</small>		
Employer's Phone # <small>(if not same as account phone)</small>		
Address: <small>(if not same as account address)</small>		
City, State & Zip		
Retired From		
Other		
Signers on which account:		

(Please fully complete all of the above information – for additional signers please attach an additional sheet)



Important Information about Procedures for Opening a New Account

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.

What this means for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Important Information about Opening a Legal Entity Account

Effective May 11, 2018, new rules under the Bank Secrecy Act will aid the government in the fight against crimes to evade financial measures designed to combat terrorism and other national security threats.

EACH time an account is opened for a covered Legal Entity, we are required to ask you for identifying information (name, address, date of birth, social security number as well as identification documents) for:

- Each individual that has beneficial ownership (20% or more) and,
- One individual that has significant managerial control of the Legal Entity.

If you are opening an account of behalf of a Legal Entity, you will be required to provide the appropriate documentation and to certify that this information is true and accurate to the best of your knowledge.



Your Success is Our Mission.

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