

Getting Started with Small Business Services

Documents Check List

Sole Proprietorship

- Certified Fictitious Business Name Statement (FBN) and proof of publication
- Occupational /Business License

Corporation

- Certified Articles of Incorporation
- Statement of Information
- Corporate Resolution
- Certified Fictitious Business Name Statement
- Occupational /Business License
- Additional Documents are required if you are incorporated outside of California

General Partnership

- General Partnership Agreement
- General Partnership Resolution
- Certified Fictitious Business Name Statement (FBN) and proof of publication
- Occupational/Business License

LLC Limited Liability Company

- Operating Agreement
- LLC-1 Articles of Organization
- LLC-12 Statement of Information
- LLC Resolution
- Certified Fictitious Business Name Statement (FBN) and proof of publication
- Occupational/Business License

Please ask a representative for documentation required to open a Limited Liability Partnership, Limited Partnership and Unincorporated Association & Organization

For all Business Accounts:

- California ID for all signers
 - Home address and Social Security number of all owners and signers
- *60 days previous bank statements for your business*

For additional information or assistance, please call a Member Service Representative at **(888) 354-6228** or visit our Web site at www.orangecountyscu.org.

