

LOAN CUSTOMER INFORMATION WORKSHEET

IMPORTANT INFORMATION ABOUT PROCEDURES FOR APPLYING FOR A LOAN

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 applies for a loan. What this means for you: When you open an account, purchase a product, or apply for a loan, 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.

PRIMARY NAME ON LOAN _____

TAX IDENTIFICATION NUMBER TO BE USED _____
 (if different than first borrower)

STREET ADDRESS _____

MAILING ADDRESS _____
 (If different from above)

	BORROWER ONE	BORROWER TWO
NAME:		
STREET ADDRESS:		
CITY, STATE:		
SOCIAL SECURITY NO:		
HOME TELEPHONE NUMBER:		
BUSINESS TELEPHONE NUMBER:		
ALTERNATE TELEPHONE:		
DRIVERS LIC. OR ID NUMBER:		
DATE AND PLACE ISSUED:		
EXPIRATION DATE:		
EMPLOYER:		
OCCUPATION:		
BIRTH DATE:		
BIRTHPLACE:		
MOTHERS MAIDEN NAME:		
EMAIL:		

	BORROWER THREE	BORROWER FOUR
NAME:		
STREET ADDRESS:		
CITY, STATE:		
SOCIAL SECURITY NO:		
HOME TELEPHONE NUMBER:		
BUSINESS TELEPHONE NUMBER:		
ALTERNATE TELEPHONE:		
DRIVERS LIC. OR ID NUMBER:		
DATE AND PLACE ISSUED:		
EXPIRATION DATE:		
EMPLOYER:		
OCCUPATION:		
BIRTH DATE:		
BIRTHPLACE:		
MOTHERS MAIDEN NAME:		
EMAIL:		

Bank Use:
 Employee Verifying Information _____ Date Verified _____
 Other Verification Used Current Customer LexisNexis Credit Report Other _____



<p>SOLE PROPRIETORSHIP</p> <p><input type="checkbox"/> Fictitious Business Name Statement (Must be renewed every five years)</p> <p><i>If Available</i></p> <p><input type="checkbox"/> Business License</p>	<ul style="list-style-type: none"> ▪ Any individual using a name other than his/her legal name must file a Fictitious Business Name Statement with the County Clerk's Office. ▪ If issued the City Clerk
<p>CORPORATIONS</p> <p><input type="checkbox"/> Articles of Incorporation</p> <p><input type="checkbox"/> Corporate Resolution</p> <p><input type="checkbox"/> Corporate Bylaws</p> <p><input type="checkbox"/> Fictitious Business Name Statement</p> <p><input type="checkbox"/> Statement of information</p> <p>If Non-Profit</p> <p><input type="checkbox"/> IRS Form 501c or 503c</p> <p>Foreign Corporations (Out-of-State) <i>In Addition to above listed items</i></p> <p><input type="checkbox"/> Certification of Qualification to do Business in California</p> <p><i>If Available</i></p> <p><input type="checkbox"/> Statement and Designation By Foreign Corporation</p>	<ul style="list-style-type: none"> ▪ Articles must be certified by the Secretary of State ▪ Authorizing account and signers, certified by the secretary of the corporation lists corporate officers ▪ Certified by the secretary of the corporation ▪ Needed only if doing business other than listed on articles ▪ Statement of Information filed annually ▪ Indicates Exempt Status ▪ Documents must be filed with the Secretary of State ▪ Documents must be filed with the Secretary of State
<p>GENERAL PARTNERSHIP</p> <p><input type="checkbox"/> Partnership Agreement or a Partnership Resolution.</p> <p><input type="checkbox"/> Fictitious Business Name Statement</p> <p><i>If Available</i></p> <p><input type="checkbox"/> Business License</p>	<ul style="list-style-type: none"> ▪ Entire agreement ▪ Needed only if doing business other than listed on partnership agreement ▪ If issued the City Clerk
<p>CALIFORNIA LIMITED PARTNERSHIP</p> <p><input type="checkbox"/> Certificate of Limited Partnership Form LLP-1</p> <p><input type="checkbox"/> Partnership Agreement</p>	<ul style="list-style-type: none"> ▪ Filed with the Secretary of State ▪ Entire agreement
<p>LIMITED LIABILITY COMPANY 'LLC'</p> <p><input type="checkbox"/> Articles of Organization Form LLC-1</p> <p><input type="checkbox"/> Statement of Information LLC-12</p> <p><input type="checkbox"/> Operating Agreement</p> <p><i>If Available</i></p> <p><input type="checkbox"/> Business License</p> <p>Foreign LLC (Out-of-State) <i>In Addition to above listed items</i></p> <p><input type="checkbox"/> Application for Registration LLC-5 and Certificate of Good Standing</p>	<ul style="list-style-type: none"> ▪ Filed with the Secretary of State ▪ Filed Biennially with the Secretary of State ▪ Identifies members duties ▪ If issued the City Clerk ▪ Filed with the Secretary of State, issued by State where company was organized (or a declaration certificate not issued by that state)
<p>ATTORNEY CLIENT TRUST <i>In Addition to documentation based on Ownership</i></p> <ul style="list-style-type: none"> ▪ State Bar EIN 	<ul style="list-style-type: none"> ▪ State Bar of CA 94-6001385
<p>ASSOCIATION OR ORGANIZATION</p> <p><input type="checkbox"/> Fictitious Name Statement</p> <p><input type="checkbox"/> By-laws, Charter and/or Meeting Minutes</p> <p><input type="checkbox"/> Association Resolution</p>	<ul style="list-style-type: none"> ▪ Any individual using a name other than his/her legal name must file a Fictitious Business Name Statement with the County Clerk's Office. ▪ Used to verify ability to open accounts and individuals authority to act ▪ Certified by the Secretary
<p>MISCELLANEOUS ITEMS</p> <p><input type="checkbox"/> Franchise</p> <p><input type="checkbox"/> Verify Status with the State of California</p>	<ul style="list-style-type: none"> ▪ Franchise Agreement ▪ California Business Search at http://kepler.sos.ca.gov/

For Legal entities not listed, see a Loan Officer for the required legal documentation.

