

## DBA Crib Sheet

Your project does not have a legal name until you file for it in your county. So when you fill out the form you are *not* filling it out as a representative of your project. Legally your county has yet to recognize the existence of your project. Instead, you are filing this form as a member of our non profit corporation. The Seeds Project is already a legal entity so it can file this document. You are doing that.

### How to fill in the blanks on your county's form

You will need to fill in *our corporate information* where your county asks about the owner or entity that is filing this form. Where the form asks for information on the business that will use this fictitious name you will fill in your *project's information*. If the form asks for the "individual" who is filing the document fill in *your personal information*. If it asks for your title fill in "manager" or "project facilitator".

### You may need to add some information to that form

In addition to whatever your county's form requires you must be sure to include the information **our bank requires**. We need to use the DBA form you send us to open your project bank account. And the bank is very specific about what it needs on that DBA form. All counties have different forms for filing your project's fictitious name. Below is the "Crib Sheet" that shows everything you must have for our bank to use your DBA form and open your account.

Note: We can't tell you exactly where on your county's form you can put this information. You may need to add some lines to squeeze it in on their form. It doesn't need to appear in this order, but this is the best order if your form allows it.

### Our bank requires ALL of the following to be on your county's form

1. **Your project's name.** This must be the same name you put on the registration form you send to us.
2. **Your project's address.** This may be your home or the project's office. It should be an address you think is long term so you don't need to make changes to it.
3. **The Seed Project's corporate information.** This may be placed on your form anywhere that refers to the owner or corporation or association that is doing the business. Our information is  
Name: THE SEEDS PROJECT  
Address: 2110 SOUTH BASCOM AVENUE, SUITE 201, CAMPBELL, CA 95008

Remember: You are *not* filing this DBA as an individual. You are filing it as an entity (The Seeds Project, a non profit corporation). Be sure to show The Seeds Project, *not you or your project*, as the owner or corporation or association doing the business.

You will sign the document. If the form asks for your title identify yourself as either the manager or the project facilitator or the facilitator.