



AFFILIATE DOING BUSINESS UNDER ANOTHER NAME (DBA FORM)

Gano Excel USA
15439 Dupont Ave
Chino, CA 91710
www.ganoexcel.us

Corporate Office Hours:
Mon-Fri: 8:00am - 5:00pm
Tel: (626) 480-7550
Support@ganoexcel.us

Customer Service Hours:
Mon-Fri: 8:00am - 5:30pm
Tel: (626) 338-8081

Will-Call Hours:
Mon-Fri: 9:00am - 6:00pm
Sat: 10:00am - 3:00pm

I. Affiliate Information

(This form can only be submitted if a current affiliate application is on file with Gano Excel.)

Affiliate Identification #

Full Name

Submit by FAX: (626) 851-3485
Attn: Compliance Department
Email questions to: compliance@ganoexcel.us

2. DBA Information

I/we (listed below) wish to do business as an Independent Gano Excel Affiliate under the name listed below.

Proprietorship/Doing business Under an Assumed Name General Partnership

Name of Entity

Documents as listed on the reverse side of this form **must** be submitted with this DBA form or your request will not be processed.

Federal Tax ID Number

Printed Individual's Name #1

Signature Name #1

Date

Printed Individual's Name #2

Signature Name #2

Date

(If there are more names, then please attach a dated document with the **printed and signed** names.)

If a Partnership: The names individually listed above, below and on the attached form are authorized to sign any documentation necessary to conduct business with Gano Excel and are each liable for all contracts entered into with Gano Excel as a partnership both jointly and individually.

Printed Individual's Name #1

Signature Name #1

Date

Printed Individual's Name #2

Signature Name #2

Date

Corporation/LLC/Trust/Other

Special Instructions: If you are applying for a Corporation, Limited Liability Corporation (LLC), or Trust, please submit, along with this application, Articles of Incorporation/Organization and IRS acceptance (in USA) or Revenue of Canada acceptance (in Canada) and all required areas of form.

Name of Corporation/LLC/Trust

Date of Corporation/LLC/Trust

State of Incorporation

Address

State/Province

Zip/Postal Code

President/Trustee

Vice President/Trustee

Name of Owner/Shareholders

Resolve that _____ is authorized to enter into an independent agreement with Gano Excel and to sign any documents necessary to conduct business with Gano Excel. I/We certify that this resolution has been adopted by the Board of Director(s) of the above entity and shall continue in effect until rescinded by a resolution duly adopted by the Board of Directors of the entity. A notice of voluntary termination must be signed by the President of the Corporation and then delivered to Gano Excel.

Signature

Title

Date

***Please Note:** To be accepted, this form must be: 1) signed and dated 2) submitted along with documentation that associates you, the Affiliate, to the assumed name/entity, and the assumed name/entity to the tax identification number (TIN) provided (if different from your Social Security Number). If the entity is tax exempt, please submit a copy of your Sales Tax License along with this form. Your individual account will be changed to DBA. This form cannot be used to create a new/duplicate accounts.

(Required Documentation For Submission to be Processed)

Sole Proprietorship

- SSN or Business Tax ID #
- Business name filing document, such as a Fictitious Name Certificate or Certificate of Trade Name, showing both business and owner's name, or
- Business License showing both business and owner's name

Corporation

- Business Tax ID #
- Articles of Incorporation or Certificate of Incorporation
- Corporate Resolution identifying authorized signers if officer names are not listed on Articles of Incorporation or Certificate of Incorporation

If you're a nonprofit corporation, you need an IRS ruling letter of tax exemption under the IRC 501C. If you're unable to provide the IRS ruling letter, you must obtain a notarized statement on organization letterhead from the officers or directors, stating that the organization is exempt from tax reporting under IRC 501C.

Limited Liability Company

- Business Tax ID #
- Articles of Organization
- Corporate Resolution identifying authorized signers if officer names are not listed on Articles of Organization or Certificate of Formation

General Partnership

- Business Tax ID #
- Partnership Agreement showing business name and name of partners, or
- Business name filing document, such as a Fictitious Name Certificate or Certificate of Trade Name, showing business name and name of partners

Limited Partnership

- Business Tax ID #
- Limited Partnership Agreement showing business name and name of partners, or
- Business organizing document filed with and certified by state official, such as Certificate of Limited Partnership, showing business name and name of partners

Limited Liability Partnership

- Business Tax ID #
- Limited Liability Partnership Agreement showing business name and name of partners, or
- Business organizing document filed with and certified by state official, such as Certificate of Limited Liability Partnership, showing business name and name of partners

Unincorporated Association

- Business Tax ID #
- Business name filing document, such as a Fictitious Name Certificate or Certificate of Trade Name
- Organizing document, such as Articles of Association (if available) or bylaws
- Corporate Resolution identifying authorized signers if officer names are not listed on Articles of Association or by laws