

New Business Information Sheet

Please provide your organization documents along with this completed form.

Corporations: Articles of Incorporation and SS-4 | **LLCs:** Certificate of Organization and Operating Agreement and SS-4 | **Partnership:** Partnership Agreement and SS-4 | **Sole Prop:** Fictitious Name Certificate and SS-4 | **Association/Religious/Charitable Organization:** Non-Profit confirmation and SS-4 | **Trust:** Trust Agreement and SS-4 | **Estate:** Short Certificate and Death Certificate and SS-4 | **Recreations and Clubs:** Meeting Minutes and SS-4

*Additional documents such as but not limited to Meeting Minutes may apply to any of these business types in order for the bank to prove who is authorized to have authority on affiliated accounts.

Business Information

Name: _____

Physical Address: _____

Mailing Address: _____

Same as above _____

EIN: _____ Primary Contact: _____ Main Email: _____

Industry/Line of Business: _____

Signer: _____ Title: _____ Ownership %: _____

Signer: _____ Title: _____ Ownership %: _____

Signer: _____ Title: _____ Ownership %: _____

Signer: _____ Title: _____ Ownership %: _____

Does anyone else own 25% or more of the Business?

Owner Name: _____ Title: _____ Ownership %: _____

Controlling Interest (Primary Decision Maker on account) _____

If another entity owns any percent of this business, we must identify and verify beneficial ownership information on that entity, until we drill down to the human beings.

Which services will be utilized for this account? Contact your bank representative for more information.

Checks ☐ Debit Cards ☐
Type of Checks: _____
Cardholders: _____

Online Banking ☐
Users: _____

Software Used for Printing: _____

Remote Check Deposit Scanner (FRED) ☐
Additional application to follow

Cash Management (ACH & wire origination) ☐
Additional application to follow

Due Diligence

Customer and Account Due Diligence questions are tools the bank uses to predict, track, and trace money laundering, as well as to counter the financing of terrorism. These questions must be answered by every customer intending to open an account with the bank

Customer Due Diligence for Entity:

Are you directly or indirectly involved with a Marijuana Related Business? Y/N _____

If you are a nonprofit what is the typical source of funding/donations? _____

Does the organization offer financial services but does not hold a banking license? Y/N _____

Do you own or operate ATM machines? Y/N _____ How many? _____

Will you cash checks for your customers? Y/N _____ If so, will it be for over \$1,000 per customer per day? Y/N _____

Will the you sell/redeem money orders or stored value (prepaid access) cards in the amount of \$1,000 or more? Y/N _____

Will you transmit money for your customers? Y/N _____

Do you engage in Online internet gambling? Y/N _____

Have you experienced fraud at another financial institution? Y/N _____

°)) for Business °

Business Account Purpose : General Operating Funds Payroll Onl Lottery Funds Onl Savings General

Escrow Funds – IOLTA Landlord Tenant Political Campaign Estate settlement Other

Is the opening Deposit Cash? Y/N _____

Will you W/D more than 10k cash monthly? Y/N _____ Will you Deposit more than 10k cash monthly? Y/N _____

Will you originate or receive domestic wires? Y/N _____ Will you originate or receive foreign wires? Y/N _____

USA Patriot Act

Section 326 of the USA Patriot Act requires all financial institutions to obtain, verify and record information that identifies each person who opens an account for a covered Legal Entity. 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 and identification documents) for:

- Each individual that has beneficial ownership (25% or more) in the Legal Entity; and,
- One individual that has significant managerial responsibility for the Legal Entity.

We proudly support all efforts to protect and maintain the security of our customers and our country.

