

## Business Account Opening Checklist

This and all pertaining documents must be **scanned into DMS** and kept at branch of account opening.

Account # \_\_\_\_\_ Date \_\_\_\_\_

Business Name \_\_\_\_\_

Business Type \_\_\_\_\_

- |  |  |
|--|--|
| _____ Completed Member Application                       | _____ Completed Resolution of Authority                    |
| _____ Current, valid Photo ID for all signers            | _____ EIN registered to business (SSN for sole Proprietor) |
| _____ ChexSystems + OFAC run on all signers and business |  |

**In accordance with the business type, these additional documents are needed at account opening:**

### Association/Organization

- Charter/ByLaws/Meeting Minutes pertaining to opening account at CODE or other governing document listing duties of elected officers.
- Official document with names of current elected officers and titles

### Limited Liability Company (LLC)

- Articles of Organization or Operating Agreement
- Names of members and managers along with their duties/responsibilities within the company
- Business ownership / control documentation

### General Partnership/Limited Partnership/Limited Liability Partnership (LLP)

- A partnership agreement setting forth the name of the partnership and listing the partners
- Business ownership / control documentation

### Corporation or Religious Corporation

- Articles of Incorporation including Operating Agreement
- Official document with names of current officers and titles
- Business ownership / control documentation

Targeted Customer Base \_\_\_\_\_

Source of Funds \_\_\_\_\_ Annual Sales \$ \_\_\_\_\_ Existing or Projected (circle one)

Estimated **MONTHLY** Transactions – complete all categories, if does not apply enter zero (0)

### Deposits

CASH  
# \_\_\_\_\_ Amount \$ \_\_\_\_\_

ACH  
# \_\_\_\_\_ Amount \$ \_\_\_\_\_

CHECKS  
# \_\_\_\_\_ Amount \$ \_\_\_\_\_

### Withdrawals

CASH  
# \_\_\_\_\_ Amount \$ \_\_\_\_\_

ACH  
# \_\_\_\_\_ Amount \$ \_\_\_\_\_

CHECKS  
# \_\_\_\_\_ Amount \$ \_\_\_\_\_

### Wire Transfers – INCOMING

# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Originating Country \_\_\_\_\_

Remitter \_\_\_\_\_

# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Originating Country \_\_\_\_\_

Remitter \_\_\_\_\_

### Wire Transfers – OUTGOING

# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Originating Country \_\_\_\_\_

Beneficiary \_\_\_\_\_

# \_\_\_\_\_ Amount \$ \_\_\_\_\_

Originating Country \_\_\_\_\_

Beneficiary \_\_\_\_\_

## **Certification Regarding Beneficial Owners of Legal Entity Customers**

### **General Instructions:**

#### **What is this form?**

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

#### **Who has to complete this form?**

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a legal entity includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. Legal entity does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

#### **What information do I have to provide?**

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of Non-U.S. Persons) for the following individuals (i.e., the beneficial owners):

- (i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); **and**
- (ii) An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer).

The number of individuals that satisfy this definition of “beneficial owner” may vary. Under section (i), depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified. Regardless of the number of individuals identified under section (i), you must provide the identifying information of one individual under section (ii). It is possible that in some circumstances the same individual might be identified under both sections (e.g., the President of Acme, Inc. who also holds a 30% equity interest). Thus, a completed form will contain the identifying information of at least one individual (under section (ii)), and up to five individuals (i.e., one individual under section (ii) and four 25 percent equity holders under section (i)).

The financial institution may also ask to see a copy of a driver’s license or other identifying document for each beneficial owner listed on this form.

**Certification of Beneficial Owner(s)**

**Persons opening an account on behalf of a legal entity must provide the following information:**

Name and Title of Natural Person Opening Account:

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Name, Type, and Address of Legal Entity for Which the Account is Being Opened:

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Information for each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above:

| Name | Date of Birth | Address (Residential or Business Street Address) | For U.S. Persons: Social Security Number | For Non-U.S. Persons: Social Security Number, Passport Number and Country of Issuance, or other similar identification number |
|------|---------------|--|--|---|
|      |               |  |  |   |
|      |               |  |  |   |
|      |               |  |  |   |
|      |               |  |  |   |

(If no individual meets this definition, please write "Not Applicable".)

Information for one individual with significant responsibility for managing the legal entity listed above, such as:

- An executive officer or senior manager (e.g., CEO, CFO, COO, Managing Member, General Partner, President, VP, Treasurer); or
- Any other individual who regularly performs similar functions  
(If appropriate, an individual listed above may also be listed in this section)

| Name | Date of Birth | Address (Residential or Business Street Address) | For U.S. Persons: Social Security Number | For Non-U.S. Persons: Social Security Number, Passport Number and Country of Issuance, or other similar identification number |
|------|---------------|--|--|---|
|      |               |  |  |   |

I, \_\_\_\_\_ (name of natural person opening account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_