

Business Account Information

Required Documentation Checklist:

Legal Entity	Sole Proprietorship		
Corporation, LLC, LLP, Non- Profit Corporation 1. Proof of existence documentation & who can act on behalf of the entity ✓ Articles of Incorporation/Organization OR ✓ Certificate of Incorporation/Organization 2. A copy of executed Bylaws or Operating Agreement if you are applying for a loan or neither of the items listed above outline who can act on behalf of the entity 3. Taxpayer Identification Number 4. Physical Street Address of the entity 5. Beneficial Owner & Control Person information (see page 3 & 4)	 Proof of existence document if using a fictitious name Sole proprietor's Valid government issued ID Social Security Number Date of Birth Physical Street Address Verification if the address on the ID is not current or contains a PO Box If you do not see the entity you are opening an account		
 ✓ Copy of valid government issued ID ✓ Taxpayer Identification number ✓ Physical address ✓ Date of Birth 	for please speak with a customer service representative.		

Entities Excluded from providing Beneficial Ownership information include:

• A financial institution, Department or agency of the U.S., or any State, or of any political subdivision of a State, An entity whose common stock or equity interests are listed on the New York, American, or NASDAQ stock exchange, An investment company registered with the SEC, An SEC-registered investment adviser, A bank holding company, An insurance company, An unincorporated association, such as a neighborhood association or garden club

Additional items that may be needed:

Assumed or Fictitious Name Certificate

Necessary if the business will be depositing checks in a name other than the legal name of the entity

Certificate of Authority

Necessary if the business is registered in a state other than Virginia

ATM Contracts

Necessary if you have an ATM on the Business's premises

Planting Report

Most recent report filed with VDACS for industrial hemp grower

Lottery Letter

When opening an account to hold lottery funds, you must provide the letter allowing your business to sell Lottery tickets.

Request to Establish an IOLTA

Required if you are opening an IOLTA account.

Copy of Current VDACS license

Industrial hemp Grower/Processor/Dealer license

Certificate of Analysis

For Hemp Related Businesses



Business Account Information

Is this business publ	icly trac	led	YES or No	<u>o</u>					
CUSTOMER INFO	RMATI	ON							
LEGAL ENTITY NAME				DBA NAN	ΛE		Тахрауе	ID Number	
OWNER OF TIN:									
PHYSICAL BUSINESS	ADDRES:	S (NO PO	D BOXES)		MAILING AD	MAILING ADDRESS (FOR STATEMENTS AND NOTICES)			
CONTACT INFORM	ATION								
PRIMARY PHONE NU									
PRIMARY EMAIL									
Other									
BUSINESS PURPOSE	OR NAIC	S CODE:			STATE OF INCORPORATION (IF APPLICABLE)				
PLEASE INDICA	TE WHE	THER Y	OUR BUSINI	ESS PROV	IDES THE FO	LOWING SERVI	ICES TO ITS CUS	TOMERS	
SERVIC	E		CHECK	IF YES	MAX D	AILY LIMIT	PERCENT OF	INCOME	
HEMP									
(GROWER/DEALER/PRO									
HEMP (RETAIL STORE-	FRONT)								
MARIJUANA RELATE	D BUSIN	ESS							
SELL MONEY ORDERS	S								
SELL TRAVELER'S CHI	ECKS								
MONEY TRANSMISSI	ON								
CHECK CASHING									
CURRENCY DEALING									
Question				Yes or No	If yes, how	w often?			
How often will you n		•							
How often will you make Deposits with Checks?									
Will you be sending domestic wires?									
Will you expect to re	ceive do	mestic v	wires?						
				Services F	Requested				
Debit Card – How many? Will you complete or accept Wires - YES of									
			If yes complete the following:						
					Where will wires be sent or received from & for how much				
Other se	ervices y	you ma	y be interest	ed in:				-	
Servio	е					Yes	No		

Service	Yes	No
Business Online Banking		
Merchant Services		
Remote Deposit Capture		
ACH Services		
Business Credit Card/Purchase Card		
Positive Pay		
Sweeps		
SurePayroll		
Mobile Banking		



Beneficial Ownership Certification

General Information:

What is the purpose of this form?

To help the government fight financial crime, federal regulation requires certain financial institutions to obtain, verify, and record information about 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 ultimately own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who completes this form?

This form must be completed by the person opening or updating an 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, partnership, and any other similar business entity formed in the United States or a foreign country.

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 similar information, in the case of foreign persons) for the following individuals (i.e., the beneficial owners):

- (i) Each individual, if any, who owns, directly or indirectly, 25% or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25% 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 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 or updating an account on behalf of a legal entity must provide the following information:

The following information for each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or

Address (Residential or Business Street Address)

For U.S. Persons¹

For Non-U.S. Persons²

Name and Title of Natural Person Opening or Updating Account:

Ownership %

nationality or residence and bearing a photograph or similar safeguard.

Name

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

otherwise, owns 25 percent or more of the equity interests of the legal entity listed above:

Date of Birth

No Individual meets this definition. d. The following information for one individual with significant responsibility for managing the legal entity listed above, such as: An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or Any other individual who regularly performs similar functions. (If appropriate, an individual listed under section (c) above may also be listed in this section (d))							
Name/Title	Date of Birth	Address (Residential or Business Street Address)	For U.S. Persons ¹	For Non-U.S. Persons ²			
I,(name of natural person opening or updating account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct. I agree to notify Virginia National Bank of any changes in beneficial ownership.							
xSignature of Natural Person Op	pening or Updat	ing Account Date	_				
¹ U.S. persons must provide a social s	security number						
·	•	ber, passport number and country of issuance, or si	milar identification number. Ir	ı lieu of a passport number,			

foreign persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing