



Business Account Information

Required Documentation Checklist:

Legal Entity Corporation, LLC, LLP, Non- Profit Corporation	Sole Proprietorship
<ol style="list-style-type: none"> 1. Proof of existence documentation & who can act on behalf of the entity <ul style="list-style-type: none"> ✓ 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 <u>or</u> 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) <ul style="list-style-type: none"> ✓ Copy of valid government issued ID ✓ Taxpayer Identification number ✓ Physical address ✓ Date of Birth 	<ol style="list-style-type: none"> 1. Proof of existence document if using a fictitious name 2. Sole proprietor's <ul style="list-style-type: none"> ✓ 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 <p><u>If you do not see the entity you are opening an account for please speak with a customer service representative.</u></p>

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 premises

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.



Business Account Information

Is this business publicly traded YES or No

CUSTOMER INFORMATION			
LEGAL ENTITY NAME		DBA NAME	Taxpayer ID Number
OWNER OF TIN:			
PHYSICAL BUSINESS ADDRESS (NO PO BOXES)		MAILING ADDRESS (FOR STATEMENTS AND NOTICES)	
CONTACT INFORMATION			
PRIMARY PHONE NUMBER			
PRIMARY EMAIL			
Other			
BUSINESS PURPOSE OR NAICS CODE:		STATE OF INCORPORATION (IF APPLICABLE)	
PLEASE INDICATE WHETHER YOUR BUSINESS PROVIDES THE FOLLOWING SERVICES TO ITS CUSTOMERS			
SERVICE	CHECK IF YES	MAX DAILY LIMIT	PERCENT OF INCOME
SELL MONEY ORDERS			
SELL TRAVELER'S CHECKS			
MONEY TRANSMISSION			
CHECK CASHING			
CURRENCY DEALING			
Question		Yes or No	If yes, how often?
How often will you make Cash Deposits?			
How often will you make Deposits with Checks?			
Will you be sending domestic wires?			
Will you expect to receive domestic wires?			
Services Requested			
Debit Card – How many?		Will you complete or accept Wires - YES or NO	
List Cardholder names:		If yes complete the following:	
		Where will wires be sent or received from & for how much	

Other services you may be interested in:

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 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, 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.

