

# **CERTIFICATION REGARDING BENEFICIAL OWNERS OF LEGAL ENTITY CUSTOMERS**

**Purpose:** The purpose of this form is to help the government fight financial crime, federal regulation requires certain financial institutions to **obtain, verify and record information** about beneficial owners of legal entities. Requiring the disclosure of key individuals who own or control a legal entity helps law enforcement investigate and prosecute those crimes.

## **GENERAL INSTRUCTIONS:**

This form must be completed by the person opening a new account on behalf of a legal entity.

For the purpose 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, 25 percent or more of the equity interest of the legal entity customer (each natural person that owns 25 percent or more of the share 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 will also ask to see a copy of a driver’s license or other identifying document \* for each beneficial owner listed on this form.**

\*In lieu of a passport number, Non-U.S. Persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

## BENEFICIAL OWNER(S) CERTIFICATION

Persons opening an account on behalf of a legal entity must provide the following information (please print):

Name and Title of the natural person opening the account: \_\_\_\_\_

Name of Legal Entity: \_\_\_\_\_

Type of Legal Entity: \_\_\_\_\_

Account Number: \_\_\_\_\_ CIF Number: \_\_\_\_\_

**Ownership Prong:** Enter the following 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 interest of the legal entity listed above and provide a copy of the identification provided.

Name	Date of Birth	Physical Home Address	% of Ownership	Social Security Number	Driver's License, Passport, or other similar ID (w/ issue & exp date, State or country)	OFAC <input checked="" type="checkbox"/>
			%			
			%			
			%			
			%			

If Ownership Prong does not apply, select a reason and continue to Control Prong:

No individuals with at least 25% ownership     Non-Profit

**Control Prong:** Enter the following information and provide a copy of the identification provided 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 Operation Officer, Managing Member, General Partner, President, Vice President, Treasurer); or
- Any other individual who regularly performs similar functions.

(If appropriate, an individual listed in the Ownership Prong may also be listed in this section.)

Name / Title	Date of Birth	Physical Home Address	Social Security Number	Driver's License, Passport, or other similar ID (w/ issue & exp date)	OFAC <input checked="" type="checkbox"/>

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, that the information provided above is complete and correct. Date: \_\_\_\_\_

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

Certificate of Deposit / Loan Renewal: I agree to notify the Bank of any change in information.

**STOP – Section below is for internal use only, please do not sign below unless it is requested by the Bank.**

### RECERTIFICATION

I, \_\_\_\_\_, hereby certify, to the best of my knowledge, that the information provided above is complete and correct. Date: \_\_\_\_\_

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