



## **Important Information About Procedures For Opening A New Account**

**To help the government fight the funding of terrorism and money laundering activities, Federal Law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account.**

**What this means for you: When you open an account, we will ask for your NAME, ADDRESS, DATE OF BIRTH, and OTHER information that will allow us to identify you. We may also ask to see your Driver's License or other identifying documents.**

**For CONSUMER accounts: We will ask for DOCUMENTS to verify:  
YOUR NAME, SSN/TIN, YOUR DATE OF BIRTH,  
and your PHYSICAL STREET ADDRESS**

**For ORGANIZATION Accounts: We will ask for DOCUMENTS to verify: the  
EXACT NAME of the organization,  
the TAX IDENTIFICATION NUMBER,  
a PHYSICAL STREET ADDRESS,  
OWNERSHIP/MANAGEMENT INFORMATION,  
and information about the nature of the organization's activities.**

**For ORGANIZATIONS we will also ask for:  
ARTICLES OF INCORPORATION (for a corporation)  
ARTICLES OF ORGANIZATION (for an LLC)  
PARTNERSHIP AGREEMENT (for a general partnership)  
CERTIFICATE OF LIMITED PARTNERSHIP (for a Limited Partnership)**

**Plus for all types of organization:  
A RESOLUTION granting authority to individuals to transact business. For  
TRUST Accounts: We will ask for a copy of the CERTIFICATION OF TRUST.**