



## **Certification of Beneficial Owner(s) -Instructions**

### **WHAT IS THIS FORM?**

Federal regulation requires financial institutions to obtain, verify, and record information about the beneficial owner(s) of legal entity accounts.

### **WHO IS REQUIRED TO COMPLETE THIS FORM?**

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

For the purposes of this form, a legal entity includes corporations, limited liability companies, or other entities that are created by filing a public document with a Secretary of State or similar office, general partnerships, or any similar business entities 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 IS NEEDED?**

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 foreign 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, Treasurer, or any other individual who regularly performs similar functions)

The number of individuals that satisfy this definition of "beneficial owner" may vary.

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)).

- Section (i): 0-4 individuals may need to be identified
- Section (ii): A minimum of one (1) individual must be identified

It is possible that in some circumstances the same individual might be identified under both sections (e.g. the CEO of Smith, Inc. who also holds a 25 percent equity interest).

The Credit Union may request a copy of a driver's license or other identifying document for each beneficial owner listed on this form.



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

**Name and Title of Natural Person Establishing Account:**

\_\_\_\_\_  
 Name Title Account Number

**Name and Address of Legal Entity for Which the Account is Being Established:**

\_\_\_\_\_  
 Legal Entity Name

\_\_\_\_\_  
 Address City State Zip

**Section (i)**

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 interests of the legal entity listed above.

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

NAME	DOB	ADDRESS	U.S. PERSONS: SSN / FOREIGN PERSONS: PASSPORT NUMBER & COUNTRY OF ISSUANCE	PERCENTAGE OF OWNERSHIP

## Certification of Beneficial Owner(s) (continued)

### Section (ii)

The following information for one individual with significant responsibility for managing the legal entity listed above. If appropriate, an individual listed under Section (i) above may also be listed in this section.

NAME	DOB	ADDRESS	U.S. PERSONS: SSN FOREIGN PERSONS: PASSPORT NUMBER & COUNTRY OF ISSUANCE

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date