



**FIRST ROBINSON SAVINGS BANK  
&  
FIRST VINCENNES SAVINGS BANK**

Hello,

Thank you for inquiring on a new business deposit account with us. Attached please find a packet of information we need to open an account for your business. Included in the packet are a letter explaining a new Regulation regarding beneficial ownership of a legal entity (business/organization), an application for the business itself, an application for the authorized signers of the account, and an application gathering information on the beneficial owners and controlling person of the legal entity (business/organization). The authorized signer application should be completed for each person that will be transacting business on the account.

In addition to completed applications, we will need documents to establish the authenticity of your business. Please note the grid below for a list of documents used for this purpose. When coming in to open your account, please also bring copies of the required documents based on your type of business structure. The gray cells are not applicable to certain business structures.

	<b>Board Resolution or Minutes</b>	<b>Operating Agreement</b>	<b>Articles of Incorporation</b>	<b>Outgoing Officer Letter</b>
<b>LLC's</b>				
<b>Corporations</b>				
<b>Partnerships</b>				
<b>Org., Lodge, Assoc.</b>				
<b>Public Fund</b>				

If you should have any questions, please do not hesitate to contact us at any of our branches.

Sincerely,

First Robinson Savings Bank  
First Vincennes Savings Bank

First Robinson Savings Bank, N.A.  
501 East Main Street  
Robinson, IL 62454  
(618) 544-8621

First Robinson Savings Bank  
301 E. Main St., Oblong  
119 E. Grand Prairie, Palestine  
(618) 592-4962 - Oblong  
(618) 586- 2244 - Palestine

First Vincennes Savings Bank  
615 Kimmell Road  
Vincennes, IN 47591  
(812) 885-9018

First Vincennes Savings Bank  
2612 N. 6<sup>th</sup> Street  
Vincennes, IN 47591  
(812) 291-5366



# FIRST ROBINSON SAVINGS BANK & FIRST VINCENNES SAVINGS BANK

Dear Valued Customer:

You are receiving this letter because you are attempting to open a new account for a legal entity (business). As you may be aware, new laws have recently gone into effect that require **ALL financial institutions** to now identify and verify the individuals (also known as beneficial owners) who **own** or **control** the legal entity when opening new accounts (deposits, loans, and safe deposit boxes). This means that all of our legal entity customers, such as you, will be impacted when they open a new account with us.

Please keep in mind that this law is required of **ALL FINANCIAL INSTITUTIONS** and is not something that FIRST ROBINSON SAVINGS BANK, N.A. is unreasonably requiring.

## Overview of the Rule

A *beneficial owner* is defined as: 1) the owner/owners; and 2) the controller. An owner would be each individual, if any, who directly or indirectly owns 25 percent of the business. The controller includes a single individual with the authority to control, manage, or direct the business, including an executive officer or senior manager or any other individual who regularly performs similar functions.

To **identify** beneficial owners, our bank will provide the individual opening your business account with an **application form** to complete. In completing this application form, the individual representing your business will provide us with the names of the beneficial owners, and /or the controller of the business.

Once identified, we must **verify** the identity of each individual on the application by requiring the same elements from them that we require from an individual opening a new account. We do not have to get this information directly from the beneficial owner, but are permitted to get directly from the individual opening the new account on behalf of your business. All verifying information for each beneficial owner must be received before we can open a new account.

## What We Need

To comply with the new laws for legal entity customers, we will need the following items from your business and applicable owners:

1. A completed Certification Form, completed by the individual opening the account on behalf of the business.
2. For each Beneficial Owner:
  - i. A **color copy** of an **unexpired Government issued ID** with a current *physical* address
  - ii. Note: This document contains most of the information needed to complete the Certification Form such as the beneficial owner's name, date of birth, and address.
3. A **social security number**
  - i. Note: Non-US persons will need to provide a different ID number.
4. Any other documentation requested by the bank
  - i. In a few cases, the bank may need additional documentation on your business or beneficial owners. If that is the case, we will call you.

## Summary

We understand that these new rules may not be something that you have experienced before. This is a new law that we are required to comply with. Going forward, these requirements will be needed for **each new account** you open. Therefore, having this information available to us at the time of opening will help to ensure a smooth process.

If you have any questions regarding these requirements, please contact us at the number found on this letter. Thank you again for choosing First Robinson Savings Bank, N.A. for your banking needs. We really value our partnership.

First Robinson Savings Bank, N.A.  
501 East Main Street  
Robinson, IL 62454  
(618) 544-8621

First Robinson Savings Bank  
301 E. Main St., Oblong  
119 E. Grand Prairie, Palestine  
(618) 592-4962 - Oblong  
(618) 586-2244 - Palestine

First Vincennes Savings Bank  
615 Kimmell Road  
Vincennes, IN 47591  
(812) 885-9018

First Vincennes Savings Bank  
2612 N. 6<sup>th</sup> Street  
Vincennes, IN 47591  
(812) 291-5366

## Business/Organization Deposit Account Application

Name of Business/Organization \_\_\_\_\_  
 DBA or Assumed name \_\_\_\_\_  
 EIN number \_\_\_\_\_ Phone number of business \_\_\_\_\_  
 Physical address of business \_\_\_\_\_ Mailing address of business \_\_\_\_\_  
 (If different than physical)  
 City, St, Zip \_\_\_\_\_ City, St, Zip \_\_\_\_\_  
 Contact person for bank questions \_\_\_\_\_ FRSB Password \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_

Type of business:  Corporation  Profit or Non-Profit  Partnership: General, LLP or Ltd.  LLC  Public Fund  Organization, Lodge, Assoc.  
 C-Corp  S-Corp  Estate  Trust

Nature of business: \_\_\_\_\_

How would you like return items handled: \_\_\_\_\_

**As a full service community bank, we are committed to providing our customers with financial products and services that meet their needs. To assist us with determining whether the products and services you have selected are appropriate, please provide the following information:**

Registered with the state	<input type="checkbox"/> Yes <input type="checkbox"/> No	Marijuana related business	<input type="checkbox"/> Yes <input type="checkbox"/> No
Deposits	<input type="checkbox"/> Cash <input type="checkbox"/> Check	Professional Service Provider	<input type="checkbox"/> Yes <input type="checkbox"/> No
Withdrawals	<input type="checkbox"/> Cash <input type="checkbox"/> Check	Embassy or foreign consulate	<input type="checkbox"/> Yes <input type="checkbox"/> No
Wire Transfers	<input type="checkbox"/> Domestic <input type="checkbox"/> International	Frequent Currency Exchanges	<input type="checkbox"/> Yes <input type="checkbox"/> No
ACH Credits	<input type="checkbox"/> Domestic <input type="checkbox"/> International	Check Cashing	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, > \$1000
ACH Debits	<input type="checkbox"/> Domestic <input type="checkbox"/> International	Cash Intensive Business	<input type="checkbox"/> Yes <input type="checkbox"/> No
Online Banking	<input type="checkbox"/> Yes <input type="checkbox"/> No	Own/Operate ATM	<input type="checkbox"/> Yes <input type="checkbox"/> No
Use Remote Deposit	<input type="checkbox"/> Yes <input type="checkbox"/> No	Sell Money Orders/Store Value Cards	<input type="checkbox"/> Yes <input type="checkbox"/> No
Safe Deposit Box	<input type="checkbox"/> Yes <input type="checkbox"/> No	Purchase Official Checks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Perform wire transfers	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> International	Debit Card	<input type="checkbox"/> Yes <input type="checkbox"/> No
Internet Gambling	<input type="checkbox"/> Yes <input type="checkbox"/> No	Transfers (Telephone, AFT)	<input type="checkbox"/> Yes <input type="checkbox"/> No

***By signing this document, I authorize First Robinson Savings Bank, N.A. to verify all information provided, and, to obtain additional information regarding financial and/or credit history from a reporting agency or agencies and/or other financial institutions. I understand that this information will only be used in conjunction with First Robinson Savings Bank's products and services requested by me and that it will remain in force for the duration of my association.***

***I certify that the information provided by me is true and correct to the best of my belief.***

Signature \_\_\_\_\_ Date \_\_\_\_\_  
 (authorized signer, owner or partner)

-----For Internal Bank Use Only-----

	ID all signers	EIN Number	Resolution or Minutes	Certificate of Good Standing*	Operating Agreement	Articles of Incorporation	Outgoing Officer Letter
LLC's							
Corporations							
Partnerships							
Org., Lodge, Assoc.							
Public Fund							

\*Proof of recording with the county needed for General Partnerships

New Risk Code \_\_\_\_\_  CIF Info reviewed (no change)  CIF Info reviewed (updated) CSR \_\_\_\_\_



# BENEFICIAL OWNER / PERSON WITH CONTROL INFORMATION APPLICATION

Provide 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:**

If Beneficial Ownership is not applicable please check here

1<sup>st</sup> Beneficial Owner Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

If Non-U.S. Persons: Passport # and country of issuance: \_\_\_\_\_

Percentage owned: \_\_\_\_\_ Color copy or original Driver's License

2<sup>nd</sup> Beneficial Owner Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

If Non-U.S. Persons: Passport # and country of issuance: \_\_\_\_\_

Percentage owned: \_\_\_\_\_ Color copy or original Driver's License

3<sup>rd</sup> Beneficial Owner Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

If Non-U.S. Persons: Passport # and country of issuance: \_\_\_\_\_

Percentage owned: \_\_\_\_\_ Color copy or original Driver's License

4<sup>th</sup> Beneficial Owner Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

If Non-U.S. Persons: Passport # and country of issuance: \_\_\_\_\_

Percentage owned: \_\_\_\_\_ Color copy or original Driver's License

## Person with Control Section Application (Required)

Provide 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 the ownership section above may also be listed in the section below).

Name/Title of Person with Control: \_\_\_\_\_

Title: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Color copy or original Driver's License

If Non-U.S. Persons: Passport # and country of issuance: \_\_\_\_\_

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.