



Phone: (562) 803-6401 Fax: (562) 803-4461 www.ranchofcu.org

CHECKLIST FOR OPENING A BUSINESS ACCOUNT

Thank you for your interest in establishing your business banking relationship with Rancho Federal Credit Union. This Checklist is designed to assist you in gathering the documentation the Credit Union needs to open your business account(s) in an expeditious manner. Your account will NOT be opened if the required documentation is not present at the time of application. To avoid this please:

	 Review this CHECKLIST. Complete the ACCOUNT QUESTIONNAIRE. Complete and ensure all signatures are provided on the ACCOUNT SIGNATURE CARD. Provide required BUSINESS DOCUMENTS as noted in Section I. Provide the ADDITIONAL DOCUMENTATION described in Section II, as applicable to your type of business. 				
	business membership eligibility, all Primary Owner(s) of the Legal Business Entity must have an existing open account good standing with Rancho Federal Credit Union. Authorized Signers do not need to be members.				
If yo	u have any questions, please call us, a representative will be happy to help: 562-803-6401				
	SECTION I				
Rec	quired Business Documents:				
	Unexpired U.S. Government-Issued Photo ID (for all signers) Taxpayer Identification Number/Employer Identification Number Two Months' Bank Statements for Business (if unavailable for business, personal bank statements) Live Scan Background Check Documentation (for all signers on MRB Accounts) Background check if required by city business is licensed in				
	SECTION II				
Sol	e Proprietorship or Doing Business As (DBA): Account Type 46				
	Recorded/Filed Fictitious Business Name Statement (filed more than 30 days ago) and Proof of Publication (if necessary – see below) Business License/Seller's Permit				
	idual business owners should file a fictitious business name statement (also known as a "DBA") and should be able to provide one to the lit Union when the business name:				
(1) D	Does not include the surname of the individual; or (2) Is a name that suggests the existence of additional owners.				
	me that suggests additional owners is one that includes such words as "Company," "& Company," "& Sons," "& Associates," "Brothers" the like, but not words that merely describe the business being conducted.				
Ger	neral Partnership: Account Type 44				
	Recorded/Filed Fictitious Business Name Statement (filed more than 30 days ago) and Proof of Publication (if necessary – see below) Partnership Agreement Business License/Seller's Permit Resolution Authorizing Opening of the Account and Appointing Authorized Signers				
Partnerships should file a fictitious business name statement (also known as a "DBA") and should be able to provide one to the Credit Union when the business name is one that:					
(1) D	(1) Does not include the surname of each general partner; (2) Is a name that suggests the existence of additional owners.				
See '	"Sole Proprietorship" above for names that suggest additional owners.				
Lim	ited Partnership: Account Type 44				
	Limited Partnership Agreement Business License/Seller's Permit Resolution Authorizing Opening of the Account and Appointing Authorized Signers Certificate of Limited Partnership (LP-1) Application for Registration (LP-5) (if partnership was established outside of CA)				

SECTION II				
Limited Liability Partnership: Account Type 44				
 Limited Liability Partnership Agreement Business License/Seller's Permit Resolution Authorizing Opening of the Account and Appointing Authorized Signers Certificate of Limited Liability Partnership (LLP-1) 				
Corporation - For Profit: Account Type 48				
 Recorded/Filed Fictitious Business Name Statement (filed more than 30 days ago) and Proof of Publication (if necessary – see below) 				
Articles of Incorporation and amendments; including Certificate from Secretary of State				
 Business License/Seller's Permit Resolution Authorizing Opening of the Account and Appointing Authorized Signers 				
Statement of Information (SI-550)				
Statement and Designation by Foreign Corporation (if corporation was established outside of CA) Corporations should file a fictitious business name statement (also known as a "DBA") and should be able to provide one to the Credit Union				
when the business name is one that is any name other than the name stated in the corporation's Articles of Incorporation. As such, if the Credit Union requests a copy of the Articles of Incorporation and the name the business wants to use is different than the name on the Articles, the business should have filed a fictitious business name statement and one should be available to the Credit Union upon request				
Corporation - Non-Profit: Account Type 49				
 Articles of Incorporation and amendments; including Certificate from Secretary of State Business License/Seller's Permit 				
Resolution Authorizing Opening of the Account and Appointing Authorized Signers				
 Statement of Information (SI-100) Statement and Designation by Foreign Corporation (if corporation was established outside of CA) 				
Limited Liability Company (LLC): Account Type 48				
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(1) Does not include the surname of each business owner; or (2) Is a name that suggests the existence of additional owners.





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BUSINESS, SOLE PROPRIETOR, OR ASSOCIATION ACCOUNT SIGNATURE CARD

# NEV	V Update Existing Card Dated:			
Which one of our branches is most convenient to conduct Downey Montebello Buena Park	your transactions at? Claremont			
IMPORTANT INFORMATION ABOUT PRO	CEDURES 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 that 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 other identifying documents. For business membership eligibility, all Primary Owner(s) of the Legal Business Entity must have an existing Rancho Federal Credit Union membership. The existing membership account number(s) must be provided in the Business Account Signature Card.				
PRODUCT & SERVICES APPLICATION - Merchant Services EZ Pay				
□ Business Share Account □ Merc □ Business Checking Account □ EZ P	chant Services			
ENTITY INFORMATION DBA/Sole Proprietor (46)	☐ Corporation (48) ☐ Partnership (44) ☐ Organization/Association (49)			
Account name must match exactly that for which the EIN has been assigned. The account must be opened under the EIN assigned to the business entity. Entity's Full Legal Name				
DBA (if any)	EIN			
Physical Address C	State Zip			
Mailing Address (If Different)	State Zip			
Phone Number Date Business Estab	olished Web Address			
CURRENT DIRECTORS, MEMBERS, PART	TNERS, OR BUSINESS OWNERS			
(ATTACH ADDITIONAL SHEETS IF NECESSARY) For corp. or association, list Directors. For LLC, list Members. For partnership or LLP, list Partners. For sole proprietor, list Owner. Primary Owner titles may include (but are not limited to): CEO, Corporate Officer, Director, Manager, Member, Owner, Partner, President. The business owners are automatically included as authorized signers. Only the business owner(s) are allowed to add or remove signers form business accounts.				
#1 Name	Title Date of Birth			
Physical Address	Social Security Number			
Driver's License # State of Issuance	e Date Issued Expiration Date			
Home Phone #	Work Phone #			
Email Address	Existing Rancho Federal CU Account Number			
Occupation	Mother's Maiden Name			

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CURRENT DIRECTORS, MEMBERS, PARTNERS, OR BUSINESS OWNERS					
#2 Name	Title		Date of Birth		
Physical Address	Physical Address		Social Security Number		
Driver's License #	State of Issuance		Date Issued	Expiration Date	
Home Phone #		Work Phone #			
Email Address	Existing Rancho Federal CU Account Number				
Occupation	Mother's Maiden Name				
#3 Name		Title		Date of Birth	
Physical Address		Social Security Nur	mber		
Driver's License #	State of Issuance		Date Issued	Expiration Date	
Home Phone #		Work Phone #			
Email Address	Existing Rancho Federal CU Account Number				
Occupation		Mother's Maiden Name			
TERMS & CONDITIONS					
You understand and agree that account(s) established now or later shall be governed by the Credit Union's bylaws as well as by the terms and conditions set forth in this Signature Card and the applicable terms and conditions set forth in the Account Agreement and Truth-in-Savings Disclosure or Business Account Agreement (as applicable), receipt of which is hereby acknowledged. You agree to notify the Credit Union if the business or association terminates or is dissolved, voluntarily or involuntarily. You certify that, at a regularly held meeting, the person(s) identified below as "authorized signers" were, by resolution or otherwise, designated as authorized signers on the accounts opened under this Signature Card and that he/she/they, or any one of them, acting ALONE OR JOINTLY, is/are authorized and empowered to transact business of any character whatsoever in connection with any account opened under this Signature Card. Further, you certify that his/her/their authority shall continue in force until written notice to the contrary is received by the Credit Union.					
☐ The credit union will be notified immediately upon change in ownership, management, responsible individuals or business structure.					
President, CEO, Partner, or Sole Propri	etor (Print)	Signature		Date	
Secretary/Treasurer, Executive Officer,	Signature		Date		
Secretary/Treasurer, Executive Officer,	or Partner (Print)	Signature		Date	

AUTHORIZED SIGNER INFORMATION (ATTACH ADDITIONAL SHEETS IF NECESSARY)					
#1 Name	Title	Date of Birth			
Physical Address		Social Security Number			
Driver's License #	State of Issuance		Date Issued	Expiration Date	
Home Phone #		Work Phone #			
Occupation		Mother's Maiden Name			
Occupation		Mother's Maiden Marile			
Email Address		Signature			
W0.21		Till		D. I (D. II	
#2 Name		Title		Date of Birth	
Physical Address		Social Security Number			
Driver's License #	State of Issuance		Date Issued	Expiration Date	
Home Phone #		Work Phone #			
Occupation		Mother's Maiden Name			
Email Address		Signature			
		o.g.reator o			
#3 Name		Title		Date of Birth	
Physical Address	Physical Address		Social Security Number		
r Hysical Address			Social Security Number		
Driver's License #	State of Issuance		Date Issued	Expiration Date	
Homo Phone #		Work Phone #			
rione #	ome Phone #		Work Phone #		
Occupation		Mother's Maiden Name			
Email Address		Signature			
#4 Name		Title		Date of Birth	
Physical Address		Social Security Number			
Driver's License #	State of Issuance		Date Issued	Expiration Date	
Home Phone #		Work Phone #			
Occupation		Mother's Maiden Name			
Occupation		INIOUTEL S IVIAIUETI IVAITIE			
Email Address		Signature			

REQUEST FOR TAXPAYER IDENTIFICATION NUMBER Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. For individuals, this Social Security Number (SSN) is your Social Security Number (SSN). However, for a registered alien, sole proprietor, or disregarded entity, see Part I of "Specific "Instructions" to Payer's Request for Taxpayer Identification Number and Certification in the Instructions to IRS Form W-9. For other entities, it is your Employer Identification Number (EIN). If you do not OR have a number, see How to get a TIN in "Specific Instructions." Part **Employer Identification Number (EIN)** Note: If the account is in more than one name, see the chart in the Instructions to IRS Form W-9 for guidelines on "What Name and Number to Give the Requester." Part II Exemptions (if Any) Note Regarding Exempt Payee Code: If you are exempt **Exempt Payee Code (if any):** from backup withholding, you should provide an Exempt Pavee Code to avoid possible erroneous backup withholding. Note Regarding Exemption from FATCA Reporting **Exemption from FATCA Reporting Code (if any):** Code: If you are only submitting this form for an account you hold in the United States, you may leave this field blank. **PART III CERTIFICATION** By signing below, you certify, under the penalties or perjury, that: The number shown on this form is your correct Taxpayer Identification Number (or you are waiting for a number to be issued to You are not subject to backup withholding because; (a) you are exempt from backup withholding, or (b) you have not been notified by the Internal Revenue Service (IRS) that you are subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified you that you are no longer subject to backup withholding, and The FATCA code(s) entered on this form (if any) indicating that you are exempt from FATCA reporting are correct; and You are a U.S. person (including a U.S. resident alien). Certification Instructions. Cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest or dividends on your tax return. Sian Note: The Internal Revenue Service does not require your consent to any provision of this document other than the Here certifications required to avoid backup withholding. Signature X Date FOR CREDIT UNION USE ONLY Opened By Date Branch Eligibility Existence of Entity Verified? Method of Verification Used ☐ Yes ☐ No ID Verified? Method of Verification Used ☐ Yes ☐ No Resolution of any Substantive Discrepancy Date Approved By (Credit Union Officer)

CERTIFICATION REGARDING BENEFICIAL OWNERS OF LEGAL ENTITY CUSTOMERS (APPENDIX A to 31 CFR § 1010.230)

GENERAL INSTRUCTIONS

What is this form?

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the 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 own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete 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, 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 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, 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 may also ask to see a copy of a government issued ID or other identifying document for each beneficial owner listed on this form.





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BUSINESS ACCOUNT QUESTIONNAIRE

As a financial institution we are required by Federal law to know our members. In order to do this we must perform opening account, and ongoing, due diligence on business accounts, to obtain reasonable understanding of the type of business and the activities our business members are involved in. You may be required to complete this or a similar questionnaire each year. All of the following questions require an answer. Failure to answer all questions, in detail where required, may result in our being unable to open this account or in our restricting access to the account.

How did you hear about Rancho Federal Credit Union?						
Is your business a						
□ Corporation (48) □ Sole Proprietorship or DBA (46) □ Unincorporated Association (49) □ Non-Profit (49)	LP / LLP / LLC (44) Partnership (44)					
List each individual who directly or indirectly owns 25% or more of the equity interest here:						
1 2						
3 4						
Describe what is the primary nature of your business?						
Describe Actual Goods or Services Provided						
Is your business a Marijuana Related Business (MRB) that is directly engaged in the cultivation/ distribution/ sale/ dispensing of marijuana, products containing or derived from marijuana, drug paraphernalia, or directly providing goods or services to these types of businesses?						
What specifically does you MRB engage in?						
What Type of License is your MRB? ☐ Producer ☐ Processor ☐ Wholesaler ☐ Retailer ☐ Testing Laboratory ☐ Research Certificate ☐ Cultivator ☐ Distributor ☐ Cannabis Event Organizer ☐ Microbusiness						
Other/Describe						
How long has the business been in operation? How many locatio	ns do you have?					
#of List all Location Address Employees Facility Manager	Phone Number					
Engloyees racinty manager	Thore rumber					
Main Office Address Phone Number						

Who is and where is your current primary bank?			
What type of banking services are you currently using?			
What banking services are you interested in?			
Will your business be performing transactions by either large cash deposits or withdrawals? Yes No			
What is the level of anticipated annual sales activity?			
What is your anticipated annual spending?			
Average monthly balances in your bank accounts?			
Which one of our branches is most convenient to conduct your transactions at? Downey Buena Park Claremont			
CASH REQUIREMENTS			
Will you be making cash deposits ?			
Expected first deposit amount?			
What will be source of funds for first deposit?			
Expected Number of Deposits Daily			
What is the average Expected CASH DEPOSIT Between \$ and \$			
Will you be making cash withdrawals ?			
Expected Number of Withdrawals Daily			
What is the average Expected CASH WITHDRAWAL Between \$ and \$			
WIRE REQUIREMENTS			
Will you be performing transactions by either incoming or outgoing wire transfers? ☐ Yes ☐ No ☐ Send ☐ Receive ☐ Domestic ☐ International			
Expected Number of INCOMING WIRES Daily			
What is the average Expected INCOMING WIRE Between \$ and \$ If Yes, describe the purpose of these incoming wires, name who is sending the wire and the geographical location where they are located.			
Expected Number of OUTGOING WIRES Daily Weekly Monthly			
What is the average Expected OUTGOING WIRE Between \$ and \$			

For Outgoing Wires, describe the purpose, name who is benefiting from the wire and the geographical location where they are located.			
Describe other deposits (checks, electronic ACH, transfers, etc.) and withdrawals (Cashiers' checks, checks written, electronic ACH, transfer, etc.) we should expect to see on this account			
What Point of Sale (POS) is used?			
What payment types are accepted?			
How are card transactions processed?			
Does your location sell gift cards?			
Name of Merchant Service provider:			
Is there an ATM on premises?			
If so name of ATM owner:			
Name of Company who services ATM:			
TOTAL MONTHLY EXPECTED DEPOSITS \$ (cash, checks, wires, ach, debit card, etc) TOTAL MONTHLY EXPECTED WITHDRAWALS \$ (cash, checks, wires, ach, debit card, etc)			
Company's Representative for Banking Business Office Cell Email Address			
Name () -			
Do you cash your employee's payroll checks? Yes No			
If so, how many checks are cashed on a monthly basis?			
List the highest amount check that is cashed:			
If you cash checks for over \$1,000- Do you have a BSA policy and procedure? Yes No			
Who is trained to comply with the MSB requirements? (See below for the definition of a Money Service Business MSB)			
The term "money services business" includes any person doing business, whether or not on a regular basis or as an organized business concern, in one or more of the following capacities: (1) Currency dealer or exchanger. (2) Check casher. (3) Issuer of traveler's checks, money orders or stored value. (4) Seller or redeemer of traveler's checks, money orders or stored value. (5) Money transmitter. (6) U.S. Postal Service.			
An activity threshold of greater than \$1,000 per person per day in one or more transactions applies to the definitions of: currency dealer or exchanger; check casher; issuer of traveler's checks, money orders or stored value; and seller or redeemer of travelers' checks, money orders or stored value. The threshold applies separately to each activity if the threshold is not met for the specific activity, the person engaged in that activity is not an MSB			

on the basis of that activity.

No activity threshold applies to the definition of money transmitter. Thus, a person who engages as a business in the transfer of funds is an MSB as a money transmitter, regardless of the amount of money transmission activity.

Notwithstanding the previous discussion, the term "money services business" does not include:

- A bank, as that term is defined in 31 CFR 1010.100(d) (formerly 31 CFR 103.11(c)), or
- A person registered with, and regulated or examined by, the Securities and Exchange Commission or the Commodity Futures Trading Commission.

For the complete regulatory definition of "money services business", see 31 CFR 1010.100(ff) (formerly 31 CFR 103.11(uu)).

Note: Each money services business (MSB) is a financial institution. For the regulatory definition of "financial institution," see 31 CFR 1010.100(t) (formerly 31 CFR 103.11(n)).

CERTIFICATION REGARDING BENEFICIAL OWNERS OF LEGAL ENTITY CUSTOMERS (APPENDIX A to 31 CFR § 1010.230)

II.	II. CERTIFICATION OF BENEFICIAL OWNER(S)					
Pe	rsons opening an ac	count on behalf o	of a legal entity must prov	ide the following info	ormation:	
a.	Name and Title of		, ,	.ac a.e.e.e.eg		
a.	Name and The Of	Natural Ferson	Opening Account.			
,			Contract to the American	· D. · · · · · · · · · · · · · · · · · ·		
b.	Name and Address	s of Legal Entity	for Which the Account	is Being Opened:		
C.	c. 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 list	•	donship, or otherwise. c	wiis 25 percent of	more of the equity interests of	
Na	me	Date of Birth	Address (Residential or Business	For US Persons: Social Security Number	For Foreign Persons: Passport Number and Country of Issuance,	
			Street Address)		or other similar identification number	
		(If no individua	l meets this definition, ple	ease write "Not Appl	icable.")	
d.	The following inforabove, such as:	rmation for one i	individual with significan	nt responsibility for	managing the legal entity listed	
	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 indivi	idual who regular	ly performs similar function	ons.		
	(If appropriate, an individual listed under section (c) above may also be listed in this section (d)).					
Name Date of B		Date of Birth	Address (Residential or Business Street Address)	For US Persons: Social Security Number	For Foreign Persons: Passport Number and Country of Issuance, or other similar identification number	
			·			
I.	I,, hereby certify, to the best of my knowledge, that the					
inf	I,, hereby certify, to the best of my knowledge, that the information provided above is complete and correct.					
Sia	Signature XDate					
	In lieu of a passport number, foreign persons may also provide 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.