

Documents required to open a Business or Organization Account at Newtown Savings Bank

Thank you for considering Newtown Savings Bank for your account. When opening a business or organization deposit account, banks are required to obtain information to verify the entity as well as the individuals associated with the business.

You will need your Tax Identification Number AND documents as identified below or on the next page:

Corporation – For Profit or Non Profit

One of the following:

- Certificate of Incorporation with a filed stamp from the State
- Acceptance of Business of Filing & copy of the Certificate of Incorporation
- Certificate of Legal Existence & copy of the Certificate of Incorporation

Plus, one of the following Designation of those authorized to bank for Entity:

- Current By-Laws listing officer(s) or individuals that are authorized to conduct banking activities,
- Board Meeting Minutes listing officer(s) or individuals that are authorized to conduct banking activities,
- Organization's Board Resolution listing officer(s) or individuals that are authorized to conduct banking activities.

And

- Certification of Beneficial Owners of Legal Entities Customers

Estate Account

Both of the following:

- Probate Certificate issued by the Probate Court (valid for 1 year from issuance in CT)
- Certified Death Certificate

Limited Liability Company (LLC)

One of the following:

- Articles of Organization with a filed stamp from the State
- Acceptance of Business Filing & copy of the Articles of Organization
- Certificate of Legal Existence & copy of the Articles of Organization
- Certificate of Legal Existence & Operating Agreement

And

- Certification of Beneficial Owners of Legal Entities Customers

Sole Proprietorship/Doing Business As

- Trade Name Certificate (Registered with the City/Town in which the Sole Proprietor conducts business)
- NOTE: If operating your business under a trade name, you will need both Trade Name Certificate showing the "parent" company doing business as (DBA) AND Entity documentation for parent company

Partnership - *General Partnership*

One of the following:

- Partnership Agreement with a filed stamp from the State
- Acceptance of Business of Filing & copy of the Partnership Agreement
- Certificate of Legal Existence & copy of Partnership Agreement

And

- Certification of Beneficial Owners of Legal Entities Customers

Partnership - *Limited Liability Partnership*

One of the following:

- Certificate of Limited Liability Partnership with a filed stamp from the State
- Acceptance of Business of Filing & copy of the Certificate of Limited Liability Partnership
- Certificate of Legal Existence & copy of Certificate of Limited Liability Partnership

And

- Certification of Beneficial Owners of Legal Entities Customers

IOLTA & IORETA

- Refer to the above list referencing the form of ownership for the law firm

Unincorporated Lodge, Association, or Organization (Club)

One of the following:

- Organization's constitution listing officer(s) or individuals that are authorized to conduct banking activities
- By-Laws listing officer(s) or individuals that are authorized to conduct banking activities,
- Charter listing officer(s) or individuals that are authorized to conduct banking activities

Trust Account

One of the following:

- Executed Trust Agreement
- Affidavit/Certification of Trust (current in last year) with
 - Signatures of Grantor or Trustee(s)
 - This Certification states that Trustee has powers to negotiate transaction on behalf of the Trust

Plus, Probate Certificate only if the Grantor of the is deceased and the Trust becomes irrevocable

And

- Certification of Beneficial Owners of Legal Entities Customers for *Business Trusts*

Municipality

- Town Ordinance or Resolution which specifies who has the authority to open and conduct business on the account and the Bank at which the account is to be opened

Political/Campaign Account

- SEEC Form 1

And

- SEEC Form 1A or SEEC 1B

May also require:

- SEEC Form 2 or SEEC Form 3

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. To comply with these requirements, 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 and understand how you plan to utilize your account. We may also ask to see your driver's license or other identifying documents.

IMPORTANT INFORMATION ABOUT OPENING A LEGAL ENTITY ACCOUNT

Rules under the Bank Secrecy Act aid the government in fighting against crimes to evade financial measures designed to combat terrorism and other national security threats.

EACH time an account is opened for a covered Legal Entity, we are required to ask you for identifying information (name, address, date of birth, social security number as well as identification documents) for:

- *Each individual that has beneficial ownership (25% or more); and,*
- *One individual that has significant managerial control, of the Legal Entity.*

If you are opening an account on behalf of a Legal Entity, you will be required to provide the appropriate documentation and to certify that this information is true and accurate to the best of your knowledge.

We proudly support all efforts to protect and maintain the security of our customers and our country.