



CERTIFICATION OF BENEFICIAL OWNER(S)

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

a. Name and Title of Natural Person opening account or maintaining the business relationship:

b. Name and Address of Legal Entity for which the account is being opened/maintained:

LEGAL ENTITY TYPE:

- For Profit Corporation Non-Profit Corporation Limited Liability Company (LLC) Limited Partnership (LP)
- Limited Liability Partnership (LLP) General Partnership Other: _____

c. The following information for **one** individual with significant responsibility for managing the legal entity listed above:

- 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 section (d) above may also be listed in this section (c)).

Individual with Control – Information:

Bank Use Only: OFAC EC

Individual Full Name: _____

Business or Residence Address: _____

City/State/Zip: _____

Social Security Number: _____ Date of Birth: _____

Primary ID Type: _____ ID Issue Date: _____

ID Number: _____ ID Expiration Date: _____

Non US Person SSN: _____ Country of Issuance: _____

d. The following information for each individual*, if any, who directly or indirectly, through any contract, arrangement, understanding, relationship, or otherwise, owns 25% or more of the equity interests of the legal entity listed above:

Beneficial Owner 1 Information: _____ % of ownership

Bank Use Only: OFAC EC

Individual Full Name: _____

Business or Residence Address: _____

City/State/Zip: _____

Social Security Number: _____ Date of Birth: _____

Primary ID Type: _____ ID Issue Date: _____

ID Number: _____ ID Expiration Date: _____

Non US Person SSN: _____ Country of Issuance: _____

Beneficial Owner 2 Information: _____ % of ownership

Bank Use Only: OFAC EC

Individual Full Name: _____

Business or Residence Address: _____

City/State/Zip: _____

Social Security Number: _____ Date of Birth: _____

Primary ID Type: _____ ID Issue Date: _____

ID Number: _____ ID Expiration Date: _____

Non US Person SSN: _____ Country of Issuance: _____

Beneficial Owner 3 Information: _____ % of ownership **Bank Use Only:** OFAC EC

Individual Full Name: _____
 Business or Residence Address: _____
 City/State/Zip: _____
 Social Security Number: _____ Date of Birth: _____
 Primary ID Type: _____ ID Issue Date: _____
 ID Number: _____ ID Expiration Date: _____
 Non US Person SSN: _____ Country of Issuance: _____

Beneficial Owner 4 Information: _____ % of ownership **Bank Use Only:** OFAC EC

Individual Full Name: _____
 Business or Residence Address: _____
 City/State/Zip: _____
 Social Security Number: _____ Date of Birth: _____
 Primary ID Type: _____ ID Issue Date: _____
 ID Number: _____ ID Expiration Date: _____
 Non US Person SSN: _____ Country of Issuance: _____

*If no individual meets this definition, please enter "Not Applicable" above and **explain below** (i.e. All <25%; Charity/Non-Profit; etc.):

e. Certifications:

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

For auto-renewing certificates of deposit, I agree to notify Exchange Bank promptly in writing of any change to the beneficial ownership information contained in this Certification of Beneficial Ownership.

SIGNATURE:

DATE: Legal Entity Identifier (Optional): _____

Bank Use

Reference Number(s) _____

Rec'd by: _____ Date: _____

Input by: _____ Date: _____

(MM/DD/YYYY)

CERTIFICATION REGARDING BENEFICIAL OWNERS OF LEGAL ENTITY CUSTOMERS

I. 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: a bank or credit union, a broker or dealer in securities, a mutual fund, a futures commission merchant, or an introducing broker in commodities.

For the purposes of this form, a **legal entity** includes a corporation, a 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 Non-U.S. 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 (d), 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 (d), you must provide the identifying information of one individual under section (c). 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 (c)), and *up to five* individuals (i.e., one individual under section (c) and four 25 percent equity holders under section (d)).

The financial institution may also ask to see a copy of a driver’s license or other identifying document for each beneficial owner listed on this form. *A legal entity may have multiple “beneficial owners,” this form requires you to list only those that own 25% or more (up to four) under section d, above, and one individual with significant responsibility under section c.*

In addition, the requirements vary for certain entity types:

- Because **nonprofit corporations** do not have ownership interests, only information related to the **control** of the nonprofit is required under the rule.
- When a **family/ living trust**, directly or indirectly, through any contract or arrangement, owns 25 percent or more of the equity interests of a legal entity customer, the beneficial owner under the ownership/equity prong is the trustee. Where there are **multiple trustees or co-trustees**, **one co-trustee** who owns 25 percent or more of the equity interests of a covered legal entity customer must be listed on the certification form.