



Business Account Application & Signature Card – For: **Sole Proprietorship**

(Credit Union Use Only)

Account#	Date
New Account Update Responsible Individual, Authorized Signers, or Beneficial Owners	

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT. To help the government fight the financing 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. **What this means for you:** When you open an account for the herein named business, we will ask for the name of the business and other information that will allow us to identify its existence. We may also ask for personal information about you, the owners of the business, or any person designated as a signatory upon the account by resolution. The information we request for individuals may include name, address, date of birth, social security number, and other information that will allow us to identify those persons. We may also ask to see a driver's license or other identifying documents.

SECTION A: APPLICATION & BUSINESS INFORMATION

To Open a Sole Proprietorship Business Account with Dow Credit Union, the following are required.

1. The business must be legally formed and operating under Michigan law.
2. The Sole Proprietor must be a Michigan Resident.
3. The business is required to provide all approved Certifications of Assumed Name (DBA) registered with Michigan counties.
4. All account signers must provide current state or government issued identification.

Business / DBA Name				
Business Physical Address (No PO Box)	City	State	ZIP	Date Business Established
Business Mailing Address (if different than physical address)	City	State	ZIP	Business Phone

Sole Proprietor (Owner) INFORMATION – The Sole Proprietor is the Responsible Individual who will have access to all shares and loans, as well as the authority to conduct transactions, make changes to the account structure, appoint Authorized Signers, add or remove services, and close the account. As the Responsible Individual they maintain the responsibility of monitoring any transactions conducted by Authorized Signers.

Sole Proprietor Name		Work Phone		Cell Phone
		ext		
Physical Home Address (No PO Box)		City	State	ZIP
				Home Phone
SSN	Birth Date	Primary Employer		Primary Occupation
Email Address		Issue VISA Debit Card*? Yes No <i>*Debit Cards are only issued on accounts that have a checking account.</i>		

Online Banking and Primary Contact Designation – Access Rights: Online Banking access may be retained by the **Sole Proprietor** or assigned to **one Authorized Signer**. User must complete the enrollment through the Online Banking Mobile App or Online.

- Online Banking access and registration are linked to the **phone number and email address** of the designated individual.
- This designated individual will also serve as the **primary contact** for Dow Credit Union regarding any account-related information.

Select one: **Sole Proprietor Retains Online Banking Access -OR-** **Designate one Online Banking Access on Section B: Authorized Signers**

Which Tax Identification Number will be used for IRS reporting: Sole Prop SSN | EIN (if selected, provide EIN):

TAX CERTIFICATIONS FOR THE Sole Proprietor APPLICANT: *Under penalties of perjury, I certify that:* 1. The number provided above is my correct taxpayer identification number, and 2. I am not subject to backup withholding because: a) I am exempt from backup withholding or b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends or c) The IRS has notified me that I am no longer subject to backup withholding, and 3. I am a US person.

Check Here if you have been notified by the IRS that you are currently subject to backup withholding.

The undersigned acknowledges that the following is a true representation of resolutions as further described herein:

RESOLVED, that this business is hereby authorized to apply for membership, to deposit funds into accounts in Dow Credit Union and to agree to be bound by the terms and conditions of any such account opened with the Credit Union.

FURTHER RESOLVED, that until further written notice, the Credit Union shall be authorized to pay withdrawals as requested, by draft or otherwise, by any one of the persons whose names and titles appear in the "Authorized Signature" section of the Business Account Application & Signature Card.

FURTHER RESOLVED, that the Credit Union is authorized to accept a pledge of all or any part of said account as security for any obligation owed to it by this business, which shall be executed by any of the same authorized signers.

FURTHER RESOLVED, that every authorization previously granted to the Credit Union with respect to the accounts owned by this business or entity is revoked and rescinded. However, the authority given hereby is retroactive, and any acts referred to which were performed by an authorized signer(s) prior

to the adoption of these resolutions are hereby ratified and confirmed. Further that every authorization granted to the Credit Union with respect to this account shall remain in full force and effect until the Credit Union is provided with a new appropriately authorized Business Account Application and Signature Card.

FURTHER RESOLVED, that the signature set opposite the respective titles below are genuine and that the person whose signature appear on the authorization were incumbents of the office/positions of the business set opposite their respective signature(s) on the date indicated.

FURTHER RESOLVED, that the above resolutions do not conflict with or contravene the creation or governing documents of the business.

CREDIT BUREAU CONSENT. By signing below I am consenting for Dow Credit Union to check my credit and employment plus answer any question regarding my credit experience with you

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Signature of Sole Proprietor Owner

Date

SECTION B: AUTHORIZED SIGNERS

Authorized Signer: Has access to all shares and loans and authority to conduct transactions on behalf of the business or organization. Unless they separately agree to be held liable, the Authorized Signer(s) **will not be personally liable** for the obligations created by the business' account. Each Authorized Signer will have access to all deposit accounts in the Business Account and may request a Debit Card at any time.

Authorized Signers must also sign to accept Authorized Signer role.

Authorized Signer 1 Name			Work Phone		Cell Phone
			ext		
Physical Home Address (No PO Box)		City	State	ZIP	Home Phone
SSN	Birth Date	Email Address			Issue VISA Debit Card? Yes No
Primary Employer		Primary Occupation	Online Banking & Primary Contact Designation		

Authorized Signer 1 Signature: _____

Date: _____

Authorized Signer 2 Name			Work Phone		Cell Phone
			ext		
Physical Home Address (No PO Box)		City	State	ZIP	Home Phone
SSN	Birth Date	Email Address			Issue VISA Debit Card? Yes No
Primary Employer		Primary Occupation	Online Banking & Primary Contact Designation		

Authorized Signer 2 Signature: _____

Date: _____

Authorized Signer 3 Name			Work Phone		Cell Phone
			ext		
Physical Home Address (No PO Box)		City	State	ZIP	Home Phone
SSN	Birth Date	Email Address			Issue VISA Debit Card? Yes No
Primary Employer		Primary Occupation	Online Banking & Primary Contact Designation		

Authorized Signer 3 Signature: _____

Date: _____

Authorized Signer 4 Name			Work Phone		Cell Phone
			ext		
Physical Home Address (No PO Box)		City	State	ZIP	Home Phone
SSN	Birth Date	Email Address			Issue VISA Debit Card? Yes No
Primary Employer		Primary Occupation	Online Banking & Primary Contact Designation		

Authorized Signer 4 Signature: _____

Date: _____

I hereby certify that I am the Responsible Individual for the above-name Business, and I hereby make the following authorizations and representations: Until further notice, the Credit Union shall be authorized to pay withdrawals as requested, by draft or otherwise, by any one of the persons whose name and titles appear in the "Authorized Signers" section on which this certification and Authorization appears as authorized signers. Every authorization previously granted to the Credit Union with respect to the accounts owned by this business is revoked or rescinded. However, the authority given hereby is retroactive, and any acts referred to which were performed by an authorized signer(s) prior to the date of my signature below are hereby ratified and confirmed. Every authorization granted to the Credit Union with respect to this account shall remain in full force and effect until the Credit Union is notified in writing to the contrary. The signature(s) set opposite the respective titles in this document are genuine and the person(s) whose signature(s) appear in the authorization held the positions indicated on the date of my signature below.

X _____
Signature of Responsible Individual

Date

SECTION C: Deposit Products and Services Elections

Account information and details about the Products and Services may be found in the Business Account Agreement and Disclosures.

Prime Share Savings Account: This product is required for all accounts. A \$5 membership deposit is required upon Account Opening.

Checking (required if Debit Card is desired) Order Checks	Statements, Notices, and Tax Forms Delivery Electronic Paper (a \$3 monthly fee will be applied)	Premium High Yield Simple High Yield
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SECTION D: Sole Proprietor Account Beneficiary Designation

This section is optional, leave section blank to allow the account to pass to probate upon death of the Sole Proprietor, or to designate beneficiaries, include all beneficiaries that you would like listed and sign below. Any funds on deposit at the death of the Sole Proprietor, less any outstanding obligations to Dow Credit Union will be evenly distributed to the designated beneficiaries.

Beneficiary Information:

Name:	Date of Birth:	Social Security #:
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Trust/ Charity as Beneficiary Information:

Name of Trust or Charity:

Date of Trust: Trust/Charity Tax ID# (if applicable):

Charity Address:

A payable on death (POD) account or trust account designation is an instruction to the Credit Union that a single or multiple party account so designated is payable to the owner(s) during his, her or their lifetimes and, when the sole proprietor dies, payable to any named surviving POD or trust beneficiary/payee. Accounts payable to more than one surviving beneficiary/payee are owned jointly by such beneficiaries/payees with rights of survivorship. Dow Credit Union is not obligated to notify any beneficiary/payee of the existence of any account or the vesting of the beneficiary/payee's interest in any account, except as otherwise required by law. I hereby designate the beneficiaries as listed above agree to the payable upon death terms and conditions.

X _____
Signature of Sole Proprietor Owner

Date

OFFICE USE ONLY			
MEMBERSHIP OFFICER:	DATE:	STAFF USER#:	DATE:
NOTES:			

SECTION E: Business Account Usage

Dow Credit Union uses this questionnaire to understand the nature and purpose of business member relationships, helping assess risk and comply with Bank Secrecy Act regulations. The Responsible Individual signing this form is attesting that they are providing the best estimates of how the account will be used. If your actual account usage differs from the information provided, we may ask you to provide reasons for the discrepancies.

Location of business headquarters (City/State):

Describe the nature of your business:

Does your business provide any of the following services? **N/A** or *Select all that apply below*

Money Service Business including any of the following services:

- Own or Maintain an ATM
- Check Cashing
- Exchange Foreign Currency
- Sell, Issue, or Redeem traveler's checks, money orders of prepaid cards
- Provide Remittance Services for customers to send money internationally
- Pay for services or goods in Crypto Currency
- Accept payments from Crypto Currency

Marijuana Related Business: Tier 1, 2, or 3

Operate Casino or Gambling related business

Internet Gambling – Check if any portion of the business income comes from Internet Gambling

Precious metals, stones, or jewels (with purchases or sales of more than \$50,000 per year)

Pawn Brokerage

Weapons, Firearms, Ammunition

Embassy, Foreign Consulate or Foreign Mission

Which of the following will your account(s) be used for? *Select all that apply*

General Operating Funds: The account is used to manage receivables and payments and hold long-term deposits savings in products such as certificates of deposit.

Credit Card Processing: The account will be using *Merchant Services*, which enables businesses to accept customers' credit and debit card payments by depositing funds to the merchant's credit union account.

Lottery: The business has licensing for the purpose of administering lottery sales at the business and will use the account for transfers and sales of lottery items and distributions.

Postage Remittance: Applicable if the account is solely used to manage postage related expenses.

Check if you will be using a Safe Deposit Box at Dow Credit Union? *If checked, complete separate Business Account Safe Deposit Box Application.*

Payroll: The account will be used to distribute payments to employees for wages.

Private Banking: The account will be used for Private Banking services. In a typical Private Banking business, a relationship manager provides banking services - including trust, lending, investment advice, estate planning, and deposits - tailored for clients.

Pooled Investment Vehicle: The account will be used as a "pooled fund" investment account created by pooling money from multiple investors, where each investor owns a proportional share of the overall fund's holdings. *(If selected answer below)*

Check if the pooled investment vehicle is **operated or advised by an Excluded Financial Advisor or Institution**. An excluded financial advisor is not subject to the regulations and requirements typically applied to investment advisors.

Equipment Purchase or Lease *(If selected answer below)*

Check if **the account is solely used to finance the purchase or leasing of equipment** for which payments are made directly by the financial institution to the vendor or lessor of this equipment.

Insurance Premiums: To pay Insurance Premiums. *(If selected answer below)*

Check if **the account will be solely used to finance insurance premiums**, for which payments are remitted directly by the financial institution to the insurance provider or broker?

Private-label Credit Card (PLCC):

Account will be used by the business to facilitate PLCC services. PLCCs do not carry a credit card network logo such as Visa or Mastercard and generally are not accepted by other merchants.

Check if your business acts as a PROFESSIONAL SERVICE PROVIDER?

A professional service provider acts as an intermediary between its client and the bank. Professional service providers include lawyers, accountants, investment brokers, and other third parties that act as financial liaisons for their clients. These providers may conduct financial dealings for their clients. For example, an attorney may perform services for a client or arrange for services to be performed on the client's behalf, such as settlement of real estate transactions, asset transfers, management of client monies, investment services, and trust arrangements.

Check if you provide services that qualify your business as a NON-BANK FINANCIAL INSTITUTION?

A non-bank financial institution (NBFI) is a financial institution that does not have a full banking license and cannot accept deposits from the public. However, NBFIs do facilitate alternative financial services, such as investment (both collective and individual), risk pooling, financial consulting, brokering, money transmission, and check cashing. NBFIs are a source of consumer credit (along with licensed banks). Examples of nonbank financial institutions include insurance firms, venture capitalists, currency exchanges, some microloan organizations, and pawn shops.

CHARITABLE or NONPROFIT INCOME? Check if you depend, in whole or in part, on charitable donations and voluntary service for support.

Check if solely have donors or volunteers from non-US countries. *If selected, complete fill-in blank below.*

In what countries are your donors or volunteers located?

Check if you provide BULK SHIPMENTS OF CURRENCY.

Check if your company offers courier or armored car services to ship currency on your customers' behalf.

Declared Transactional Behavior - Which of the following types of services will you use with your account?

CASH SERVICES: <u>Approximately how much cash will you transact each month?</u> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;"><u>DEPOSITS</u></th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;"><u>WITHDRAWALS</u></th> </tr> </thead> <tbody> <tr><td>N/A</td><td>-----</td><td>-----</td></tr> <tr><td>\$0-\$1,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$1,000-\$5,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$5,000 - \$10,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$10,000-20,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$20,000-\$50,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$50,000-\$100,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$100,000-\$200,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$200,000-500,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$500,000-\$1,000,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$1,000,000-\$2,000,000</td><td>-----</td><td>-----</td></tr> <tr><td>More than \$2,000,000</td><td>-----</td><td>-----</td></tr> </tbody> </table> <p>Check if you will be using a courier or armored car service to complete your cash transactions. <input type="checkbox"/></p>		<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	N/A	-----	-----	\$0-\$1,000	-----	-----	\$1,000-\$5,000	-----	-----	\$5,000 - \$10,000	-----	-----	\$10,000-20,000	-----	-----	\$20,000-\$50,000	-----	-----	\$50,000-\$100,000	-----	-----	\$100,000-\$200,000	-----	-----	\$200,000-500,000	-----	-----	\$500,000-\$1,000,000	-----	-----	\$1,000,000-\$2,000,000	-----	-----	More than \$2,000,000	-----	-----	CHECK SERVICES: <u>Approximately what is the expected monthly check transaction total?</u> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;"><u>DEPOSITS</u></th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;"><u>WITHDRAWALS</u></th> </tr> </thead> <tbody> <tr><td>N/A</td><td>-----</td><td>-----</td></tr> <tr><td>\$0-\$1,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$1,000-\$5,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$5,000 - \$10,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$10,000-20,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$20,000-\$50,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$50,000-\$100,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$100,000-\$200,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$200,000-500,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$500,000-\$1,000,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$1,000,000-\$2,000,000</td><td>-----</td><td>-----</td></tr> <tr><td>More than \$2,000,000</td><td>-----</td><td>-----</td></tr> </tbody> </table> <p>Check if you will be depositing check remotely using Online Banking Remote Deposit Capture. <input type="checkbox"/></p>		<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	N/A	-----	-----	\$0-\$1,000	-----	-----	\$1,000-\$5,000	-----	-----	\$5,000 - \$10,000	-----	-----	\$10,000-20,000	-----	-----	\$20,000-\$50,000	-----	-----	\$50,000-\$100,000	-----	-----	\$100,000-\$200,000	-----	-----	\$200,000-500,000	-----	-----	\$500,000-\$1,000,000	-----	-----	\$1,000,000-\$2,000,000	-----	-----	More than \$2,000,000	-----	-----
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WIRE TRANSFER SERVICES: <u>Approximately what are the expected monthly ATM transaction totals?</u> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%;"></th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;"><u>DEPOSITS</u></th> <th style="width: 30%; text-align: center; border-bottom: 1px solid black;"><u>WITHDRAWALS</u></th> </tr> </thead> <tbody> <tr><td>N/A</td><td>-----</td><td>-----</td></tr> <tr><td>\$0-\$1,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$1,000-\$5,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$5,000 - \$10,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$10,000-20,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$20,000-\$50,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$50,000-\$100,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$100,000-\$200,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$200,000-500,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$500,000-\$1,000,000</td><td>-----</td><td>-----</td></tr> <tr><td>\$1,000,000-\$2,000,000</td><td>-----</td><td>-----</td></tr> <tr><td>More than \$2,000,000</td><td>-----</td><td>-----</td></tr> </tbody> </table>		<u>DEPOSITS</u>	<u>WITHDRAWALS</u>	N/A	-----	-----	\$0-\$1,000	-----	-----	\$1,000-\$5,000	-----	-----	\$5,000 - \$10,000	-----	-----	\$10,000-20,000	-----	-----	\$20,000-\$50,000	-----	-----	\$50,000-\$100,000	-----	-----	\$100,000-\$200,000	-----	-----	\$200,000-500,000	-----	-----	\$500,000-\$1,000,000	-----	-----	\$1,000,000-\$2,000,000	-----	-----	More than \$2,000,000	-----	-----	<p>Check if you will receive wire transfers from non-US locations <input type="checkbox"/> List the countries from which you expect to receive wire transfers:</p> <p>Check if you will send wire transfers to non-US locations <input type="checkbox"/> List the countries you expect to send wire transfers:</p>																																							
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<div style="text-align: right;">Date signed</div>																																																																															