

Company Ownership Information

What you should know

The government issued a new rule that requires all banks and credit unions to obtain and certify the accuracy of information from beneficial owners of a legal entity business when opening a new account.

What's a beneficial owner?

A beneficial owner is a person who has an ownership interest of 25% or more in a company. A beneficial owner also includes a person with significant responsibility for managing the business, like a CEO, CFO, COO, managing member, general partner, president, vice president or treasurer.

What we need:

When you open a new account, in addition to business entity documents, we'll be required to collect the names, addresses, birthdates and Social Security numbers for all beneficial owners. This information includes:

- Name
- Address
- DOB
- SSN
- Copy of a photo identification document.
Acceptable forms of photo ID include:
 - State driver's license
 - Passport

Questions?

If you have any questions, call 1-877-672-5678, weekdays from 7 a.m. to 8 p.m. and Saturdays from 8 a.m. to 4 p.m.



Exempt Businesses, no beneficial owner or controller information required, please check applicable box:

- Unincorporated Business – Small Local Community Organization (youth sports, etc.)
- Sole proprietor
- Federal, state, or local government agency
- Entity with common stock or equity of interest listed on the New York Stock Exchange or NASDAQ
- Subsidiary with at least 51 percent of common stock owned by a listed entity
- Other, please describe:

Controller information only required for the following, please check applicable box:

- No individuals own, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer
- Nonprofit Corporation or similar entity

All other legal entities must complete the required form.



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Account opening checklist

In addition to the names, addresses, birthdates and Social Security numbers for all beneficial owners, here's what we need when you open a new account.

Corporation

- Articles of incorporation
- Fictitious name filing (required if operating under a different name)

Partnership

- Partnership agreement
- Fictitious name filing (required if operating under a different name)

Limited Liability Company (LLC) or LLC Single Member

- Articles of organization
- Fictitious name filing (required if operating under a different name)
- Operating agreement documenting control and ownership

Limited Liability Partnership (LLP)

- Partnership agreement
- Fictitious name filing (required if operating under a different name)

Business Trust*

- Trust agreement

Sole Proprietor**

- Fictitious name filing—all states (required if operating under different name)
- Certification of sole proprietorship and evidence of fictitious name (Pennsylvania only)

Informal Organization**

- Meeting minutes or board resolution

Municipal**

- Board resolution or meeting minutes

Please note: *Beneficial Owner information is required for the Controller only. **Beneficial Owner information is not required on sole proprietor, informal organization or municipal accounts.

Beneficial Owners, each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests:

Individual Name:		DOB:	SSN ¹ :
Street Address:			
Street Address:			
City:	State:	Zip:	Country:

Individual Name:		DOB:	SSN ¹ :
Street Address:			
Street Address:			
City:	State:	Zip:	Country:

Individual Name:		DOB:	SSN ¹ :
Street Address:			
Street Address:			
City:	State:	Zip:	Country:

Individual Name:		DOB:	SSN ¹ :
Street Address:			
Street Address:			
City:	State:	Zip:	Country:

Controller, an individual with significant responsibility for managing the legal entity (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.

Individual Name:		DOB:	SSN ¹ :
Street Address:			
Street Address:			
City:	State:	Zip:	Country:

Please note: for each individual listed, please attach a photocopy of their current driver's license.

¹Non-U.S. Persons may provide a Social Security Number or a valid Passport evidencing nationality or residence and bearing a photograph.



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