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SOLE PROPRIETORSHIP ACCOUNT REQUIREMENTS

Thank you for your interest in opening a business account for a sole proprietorship with Air Academy Federal Credit Union [AAFCU]. We have prepared the following checklist to assist you in opening your account. Please read this form carefully and provide all of the required information. We may not be able to open the account with incomplete information.

NOTICE: According to IRS rules, a sole proprietorship may use the business owner's social security number or apply for an EIN. If a trade name is used, the account title must include both the business owner's name and the trade name. It is important you understand the features of a sole proprietorship prior to opening a business account. **AAFCU does not furnish tax, legal, or business advice.**

Name of Sole Proprietorship: _____

Business Contact: Name _____ **Phone** _____ **Email** _____

Federal law, specifically the Unlawful Internet Gambling Enforcement Act of 2006 and implementing regulations, prohibit business members from receiving deposits or other credits of any kind relating to their operation of an illegal Internet gambling business. Air Academy Federal Credit Union is required to enforce the prohibition

Does your business place, receive, or otherwise knowingly transmit any bets or wagers by any means? **Yes No**
If yes, does such activity by your business involve in any way the use of the Internet? **Yes No**

Is your business a supplier, producer, seller or otherwise a receiver of funds or products that are related in any fashion or form to the Marijuana industry? **Yes No**

REQUIRED FORMS:

The following is a list of items needed to open a sole proprietorship account with AAFCU. We have provided you with the exact name of the form, as well as where these forms can be found.

- Social Security Number.** This number is needed if you choose to use your social security number for your business.
- Employer Identification Number you received from the IRS.** This number is needed only if you choose to obtain an EIN for your sole proprietorship. If using an EIN we need one of the following: An IRS tax ID provisional form, the application for EIN, the EIN registration, TT&L coupon or other source document provided by the IRS. Go to www.irs.gov for more information.
- Statement of Trade Name.** We need this only if your sole proprietorship transacts business under a different name (DBA) than the owner's name. Go to www.sos.state.co.us or call (303) 894-2200 for more information.
- Valid government-issued photo identification and proof of address (if current address is different from government-issued photo identification) for the sole proprietor and any additional authorized signer. Copies must be provided for each listed individual.**

BANK SECRECY ACT INFORMATION

In accordance with the Bank Secrecy Act, the National Credit Union Administration requires us to obtain the following information, as well as receive periodic updates. All names and Social Security Numbers will be checked against standard databases used by American financial institutions.

OWNER OF YOUR SOLE PROPRIETORSHIP:

Please fill in your name and Social Security Number.

Owner's Name & SSN
M1
M2 (spouse only)

CERTIFICATION

I hereby certify that I am the owner of the sole proprietorship named _____ . I further certify that the information provided on this SOLE PROPRIETORSHIP ACCOUNT REQUIREMENTS is true and accurate, to the best of my knowledge and belief.

SIGNATURE _____

PRINTED NAME _____

TITLE _____

STATE OF _____

COUNTY OF _____

Subscribed and affirmed, or sworn to, before me by _____ (person signing),
this ____ day of _____ (month), 20____ (year).

Notary Public
(Notary Seal)

My commission expires: _____

BSA Information (Sole Proprietorship)

Account # _____

Business Name _____

How much do you typically keep in your

Business accounts \$ _____
Personal accounts \$ _____

Monthly: How many checks will you?

Write for your business # _____ Largest single transaction \$ _____ Total \$ _____
Deposit into your business # _____ Largest single transaction \$ _____ Total \$ _____

Monthly: How many cash deposits will you make?

_____ Largest single transaction \$ _____ Total \$ _____

Monthly: How many cash withdrawals will you make?

_____ Largest single transaction \$ _____ Total \$ _____

Why would your customers pay by cash? _____

Will you accept Debit/Credit Cards? Yes No

Will you send or receive ACH transactions? Yes No

If yes, complete the following information:

Incoming # _____
Largest single transaction \$ _____
Total \$ _____
International Incoming # _____
Largest single transaction \$ _____
Total \$ _____

Outgoing # _____
Largest single transaction \$ _____
Total \$ _____
International Outgoing # _____
Largest single transaction \$ _____
Total \$ _____

Will you send or receive Wire Transfers? Yes No

If yes, complete the following information:

Incoming # _____
Largest single transaction \$ _____
Total \$ _____
International Incoming # _____
Largest single transaction \$ _____
Total \$ _____

Outgoing # _____
Largest single transaction \$ _____
Total \$ _____
International Outgoing # _____
Largest single transaction \$ _____
Total \$ _____

Do you own, operate, or service ATM Machines? Yes No If yes, the following information must be provided before opening the account (attach a separate sheet):

- Source of funds being withdrawn
- Number of ATM machines, sizes, and location of each machine
- Currency delivery arrangement, if applicable

Purpose of your Corporation (be specific) _____

Source of Funds for beginning your Corporation _____

Anticipated annual revenues \$ _____

Who are your targeted customers? _____

Do you issue or redeem :	Money Orders >\$1000 per person per day?	Yes No
	Travelers Cheques >\$1000 per person per day?	Yes No
	Stored Value Cards >\$1000 per person per day?	Yes No
Do you exchange currency for customers >\$1000 per person per day?		Yes No
Do you cash checks for your customers >\$1000 per person per day?		Yes No
Do you transmit money for your customers?		Yes No