

New Business Account Opening Form

Please complete the application and bring it with you to the Jefferson Banking Center nearest you or mail it to the address at the bottom of this page.

NOTE: Please provide a completed form to one of our bankers with your business documents at any of our banking centers. Business Documents must display a current address, or please provide a proof of address, such as a utility bill. In addition to the Business Account Opening form, please complete the Personal Account Opening Form for each business signer.

BUSINESS OR ASSOCIATION

Name of Business or Association (Legal Name as appears on Business Documents)

Physical Address (No PO Boxes) City/State/ZIP

Mailing / Alternate Address City/State/ZIP

Employer Identification Number Description of Business

OWNERSHIP:	Sole Prop	Partnership	Corporation	Corporation Non-Profit
	LLC	Association	Trust	Other

Business Phone Cell Phone

Business E-mail Business Website

LIST OF AUTHORIZED SIGNERS

Name Title

Name Title

Name Title

LIST OF LIMITED BUSINESS SIGNERS

Name Title

Name Title

Name Title

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING AN ACCOUNT: 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. What this means for you: 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. We will also ask to see your driver's license or other documents.

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REQUIRED DOCUMENTATION

Sole Proprietorship

- Account Agreement*
- Banking Resolution*
- Unexpired Assumed Name Certificate (DBA) (if applicable) – filed with a Texas County Clerk’s Office
- Social Security Number (SSN) or Federal Tax ID Number (EIN) of owner of sole proprietorship, as applicable
- Valid, unexpired identifying document for the Sole Proprietor, all Authorized Signers, and Limited Business Signers (e.g., Driver’s License, U.S. Military ID, Passport, Permanent Resident Card)

General Partnership (Non-Incorporated)

- Account Agreement*
- Banking Resolution*
- Business documentation (e.g., partnership agreement, joint venture agreement, etc.)
- Unexpired Assumed Name Certificate (DBA) (if applicable) – filed with a Texas County Clerk’s Office
- Federal Tax ID Number (EIN) of partnership
- Certification Regarding Beneficial Owners of Legal Entity Customers*
- Valid, unexpired identifying document for all Authorized Signers, Limited Business Signers, and Beneficial Owners (e.g., Driver’s License, US Military ID, Passport, Permanent Resident Card) or, for Beneficial Owners who are not present for the account opening, an acceptable copy of such identifying document

For-Profit Corporation, Professional Corporation, Professional Association or Non-Profit Corporation

- Account Agreement*
- Banking Resolution*
- Certificate of Filing or Certificate of Fact – issued by the Corporations Section of the Texas -Secretary of State
- Certificate of Formation or Articles of Incorporation – listing legal ownership (as applicable) and filed with the Texas Secretary of State
- Unexpired Assumed Name Certificate (DBA) (if applicable) – filed with a Texas County Clerk’s Office and the Texas Secretary of State
- Federal Tax ID Number (EIN) of corporation or association
- Certification Regarding Beneficial Owners of Legal Entity Customers*
- Valid, unexpired identifying document for all Authorized Signers, Limited Business Signers, and Beneficial Owners (e.g., Driver’s License, US Military ID, Passport, Permanent Resident Card) or, for Beneficial Owners who are not present for the account opening, an acceptable copy of such identifying document

*Form will be provided by Jefferson Bank.



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New Business Account Opening Form

Limited Liability Company (LLC) or Professional Limited Liability Company (PLLC), including Sole Member LLC

- Account Agreement*
- Banking Resolution*
- Certificate of Filing or Certificate of Fact – issued by the Corporations Section of the Texas Secretary of State
- Certificate of Formation or Articles of Incorporation – listing legal ownership and registered with the Texas Secretary of State
- Company Operating Agreement
- Federal Tax ID Number (EIN) or Social Security Number (SSN) of company, as applicable
- Unexpired Assumed Name Certificate (DBA) (if applicable) – filed with a Texas County Clerk's Office and the Texas Secretary of State
- Certification Regarding Beneficial Owners of Legal Entity Customers*
- Valid, unexpired identifying document for all Authorized Signers, Limited Business Signers, and Beneficial Owners (e.g., Driver's License, US Military ID, Passport, Permanent Resident Card) or, for Beneficial Owners who are not present for the account opening, an acceptable copy of such identifying document

Limited Partnership (LP) or Limited Liability Partnership (LLP)

- Account Agreement*
- Banking Resolution*
- Limited Partnership Agreement
- Certificate of Filing – issued by the Corporations Section of the Texas Secretary of State
- Certificate of Formation – listing legal ownership and filed with the Texas Secretary of State
- Registration or Renewal of a Limited Liability Partnership (if applicable) – filed with the Texas Secretary of State
- Federal Tax ID Number (EIN) of limited partnership
- Unexpired Assumed Name Certificate (DBA) (if applicable) – filed with a Texas County Clerk's Office and the Texas Secretary of State
- Certification Regarding Beneficial Owners of Legal Entity Customers*
- Valid, unexpired identifying document for all Authorized Signers, Limited Business Signers, and Beneficial Owners (e.g., Driver's License, US Military ID, Passport, Permanent Resident Card) or, for Beneficial Owners who are not present for the account opening, an acceptable copy of such identifying document

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Unincorporated Association (including Non-Profit Association)

- Account Agreement*
- Banking Resolution*
- Meeting Minutes or a letter signed by a current President/Director on the account in lieu of Meeting Minutes – listing signers and authority, and signed by the President, Secretary or an Officer
- Federal Tax ID Number (EIN) of association
- Valid, unexpired identifying document for all Authorized Signers and Limited Business Signers (e.g., Driver's License, US Military ID, Passport, Permanent Resident Card)

Other Account Information

- Business mailing address(es)
- Business physical address(es)
- Business phone number(s)
- Number of business locations
- Where products and/or services are sold
- Nature of the business
- Annual sales
- Number of employees
- Types of transactions and volumes expected to be processed through the new account
- Date(s) of birth of all Business Signers
- Social Security Number(s) of all Business Signers

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New Business Account Expected Activity Form

DEPOSITS	AVERAGE AMOUNTS	FREQUENCY
ACH	_____	_____
CHECKS	_____	_____
CASH	_____	_____

CASH WITHDRAWALS	
AVERAGE AMOUNTS _____	FREQUENCY _____

WIRES INCOMING		DOMESTIC _____	INTERNATIONAL _____
FROM _____	AVERAGE AMOUNT _____	FREQUENCY _____	
FROM _____	AVERAGE AMOUNT _____	FREQUENCY _____	
FROM _____	AVERAGE AMOUNT _____	FREQUENCY _____	

WIRES OUTGOING		DOMESTIC _____	INTERNATIONAL _____
FROM _____	AVERAGE AMOUNT _____	FREQUENCY _____	
FROM _____	AVERAGE AMOUNT _____	FREQUENCY _____	
FROM _____	AVERAGE AMOUNT _____	FREQUENCY _____	

OTHER EXPECTED SERVICES		
LOAN	Yes	No
SAFE DEPOSIT BOX	Yes	No
INTERNET BANKING	Yes	No

Beneficial Ownership Information

CERTIFICATION OF BENEFICIAL OWNER(S)

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

- a. Name and Title of Natural Person Opening Account
- b. Name and Address of Legal Entity for Which the Account is Being Opened
- c. The following information for each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above:

Name	Date of Birth
Address (Residential or Business Street Address)	
Social Security Number (US Persons)	Driver's License Number / State Issued
Passport Number and Country of Issuance (Foreign Individuals)	
Secondary Form of Foreign ID (Foreign Individuals)	

Name	Date of Birth
Address (Residential or Business Street Address)	
Social Security Number (US Persons)	Driver's License Number / State Issued
Passport Number and Country of Issuance (Foreign Individuals)	
Secondary Form of Foreign ID (Foreign Individuals)	

Name	Date of Birth
Address (Residential or Business Street Address)	
Social Security Number (US Persons)	Driver's License Number / State Issued
Passport Number and Country of Issuance (Foreign Individuals)	
Secondary Form of Foreign ID (Foreign Individuals)	

Beneficial Ownership Information

(c. Continued)

Name	Date of Birth
Address (Residential or Business Street Address)	
Social Security Number (US Persons)	Driver's License Number / State Issued
Passport Number and Country of Issuance (Foreign Individuals)	
Secondary Form of Foreign ID (Foreign Individuals)	

- d. The following information for one individual with significant responsibility for managing the legal entity listed above, such as:
- 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 (c) above may also be listed in this section (d)).

Name	Date of Birth
Address (Residential or Business Street Address)	
Social Security Number (US Persons)	Driver's License Number / State Issued
Passport Number and Country of Issuance (Foreign Individuals)	
Secondary Form of Foreign ID (Foreign Individuals)	

Name	Date of Birth
Address (Residential or Business Street Address)	
Social Security Number (US Persons)	Driver's License Number / State Issued
Passport Number and Country of Issuance (Foreign Individuals)	
Secondary Form of Foreign ID (Foreign Individuals)	

Beneficial Ownership Information

(d. Continued)

NameDate of Birth

Address (Residential or Business Street Address)

Social Security Number (US Persons)Driver's License Number / State Issued

Passport Number and Country of Issuance (Foreign Individuals)

Secondary Form of Foreign ID (Foreign Individuals)

NameDate of Birth

Address (Residential or Business Street Address)

Social Security Number (US Persons)Driver's License Number / State Issued

Passport Number and Country of Issuance (Foreign Individuals)

Secondary Form of Foreign ID (Foreign Individuals)

Authorized Signer Signature