

April 10, 2018

Dear New and Existing Customers:

Your business relationship is important to us. Our goal is to make the business account-opening process an efficient and enjoyable experience for you. Effective **May 11, 2018**, all banks will be subject to **new rules** under the Bank Secrecy Act that will aid the government in the fight against crimes to evade financial measures designed to combat terrorism and other national security threats.

EACH time an account is opened for a covered Legal Entity, we will be required to ask you for identifying information (name, address, date of birth, social security number), as well as identification documentation for:

- **EACH** individual that has 25% or more Beneficial Ownership in the Legal Entity; and,
- **ONE** individual that has Significant Managerial Control of the Legal Entity.

If you are opening an account on behalf of a Legal Entity, you will be required to provide appropriate documentation and to Certify that this information is true and accurate to the best of your knowledge.

In order to make this process as efficient as possible, we suggest that you obtain the above, bulleted information, along with a copy of the current Driver's License for EACH identified individual. If your business will frequently be opening new accounts/loans, please keep this information current and available to present EACH time you come in to establish a new account. If you have any questions please don't hesitate to contact us.

Thank you.