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Business Member Due Diligence Checklist

**Required fields*

Business Name*

DBA

Account Number(s)*: _____

Type of Business member

New Existing adding service

Is your Business

New Date formed: _____

Existing Number of years in business: _____

Type of Person

U.S. Person Non-U.S. Person

Corporation registered in state of: _____

What brought you to our Credit Union

Products

Prior relationship with Credit Union

Location

Dissatisfied with current financial institution

Family and/or friend referral

Other: _____

Physical address of Business

Physical address of Business headquarters

Types of transactions

Cash	Payroll checks
Cashier's checks	Foreign funds
On us transfers/checks	Government checks
Wire transfers	Merchant processing

Do you have deposits that come in automatically?

Yes No

If yes, what kind of automatic deposits do you have?

Payroll	Operating account
ACH	Merchant processing
Other	

Are your transactions

Domestic International Both

Account opening method

In person, all signors present
 In person, less than all signors present
 Mail/Fax/Email
 Online

Type of Business

Money Service Business (MSB)
 Marijuana-related business
 Industrial Hemp
 Cannabidiol (CBD)
 Buying or selling motor vehicles of any kind, vessels, aircraft, farm equipment, or mobile homes
 Practicing law
 Accounting
 Practicing medicine
 Auctioning goods
 Chartering or operating ships, buses, or aircraft
 Gaming of any kind
 Real estate brokerage
 Pawn brokerage
 Title insurance and real estate closing
 Trade union activities
 Rental property management
 Construction/home repair
 Spa (nail/hair care/tanning)
 Other: _____

What is the primary purpose of this account?

Does your company ship currency via a third party carrier? (Brinks, Guarda, USPS, etc.)

Yes No

If yes, which company do you use? _____

Do you use automatic withdrawals?

Yes No

If yes, what kind of automatic withdrawals do you have?

Sweep accounts	ACH withdrawals
Utilities	Other: _____

How many deposits will you average in a month?

1-5 6-10 11 or more

How many checks/withdrawals will you average a month?

1-5 6-10 11 or more

Signature

Date