

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 On us transfers/checks

Payroll checks Government checks

Cashier's checks Wire transfers

Foreign funds 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 Utilities

ACH withdrawals 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