

# Account Opening Checklist:

## Individuals

**One Primary Form of Identification**

Choose one of the primary forms of ID in the list below.

**Secondary Form of Identification**

Choose from either the Primary or Secondary lists below.

- Social Security Number     Contact Phone Number     Email address     Employer/Occupation

1. \_\_\_\_\_  
**Name** **SSN**

\_\_\_\_\_  
**Email address**                      **Phone #**                      **Employer & Occupation**

2. \_\_\_\_\_  
**Name** **SSN**

\_\_\_\_\_  
**Email address**                      **Phone #**                      **Employer & Occupation**

3. \_\_\_\_\_  
**Name** **SSN**

\_\_\_\_\_  
**Email address**                      **Phone #**                      **Employer & Occupation**

4. \_\_\_\_\_  
**Name** **SSN**

\_\_\_\_\_  
**Email address**                      **Phone #**                      **Employer & Occupation**

### Acceptable Forms of Identification:

#### Primary Identification

- Any valid State-Issued Driver’s License
- State/Local-issued ID
- Passport

#### Secondary Identification

- An ITIN
- Passport
- An Alien Identification Card
- Government-issued ID
- Any State-Issued Driver’s License
- State- Issued ID
- U.S Armed Forces ID or Military ID
- Known Local Employment ID cards
- Birth Certificate
- U.S. College, University or Trade School Student Picture ID
- Major Credit Cards-VISA / Mastercard / Discover / American Express
- Bank-issued Debit Cards with VISA or Mastercard Logo
- Government Visa
- Tax Returns

**Entity**

Entity Documents    Federal ID    Business Phone Number    Business Mailing & Physical Address  
(See Exhibit A)

Business purpose    Internet Banking    Debit Card(s)    Checks    Night Drop Services

Merchant Card Services

**Obtain required agreements from ACH Coordinator for the following services:**

ACH Payroll/NACHA File    RDC

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**Entity Name** **FED ID**

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**Address** **Phone #** **Business Purpose**

**Officers/Members:**

1. 

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**Name** **Title** **Beneficial Owner %**

2. 

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**Name** **Title** **Beneficial Owner %**

3. 

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**Name** **Title** **Beneficial Owner %**

4. 

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**Name** **Title** **Beneficial Owner %**

# Exhibit A

Type of Entity	Documentation Required for CIP
Sole Proprietorship	*Assumed name certificate (if doing business in any name other than their own) filed with the county *Resolution provided by Logansport Savings Bank
General Partnership	*Partnership Agreement *Assumed name certificate (if doing business in any name other than their own) filed with the county *Partnership Resolution provided by Logansport Savings Bank
Limited Partnership (LP)	*Partnership Agreement *Assumed name certificate (if doing business in any name other than registered name) filed with the county *Partnership Resolution provided by Logansport Savings Bank
Corporation	*Articles of Incorporation stamped "filed" by the Secretary of State & Bylaws OR *Certificate of Existence or Business Entity Name Search document from the Secretary of State. *Assumed name certificate (if doing business in any name other than corporate name) filed with the county *Corporate Resolution provided by Logansport Savings Bank
Limited Liability Company (LLC)	*Operating Agreement *Articles of Organization issued by the Secretary of State OR *Assumed name certificate (if doing business in any name other than registered name) filed with the county *Limited Liability Company Resolution provided by Logansport Savings Bank
Incorporated Nonprofit	*Articles of Incorporation stamped "filed" by the Secretary of State OR *Certificate of Existence or Business Entity Name Search document from the Secretary of State *Corporate Resolution provided by Logansport Savings Bank *Charter, By-laws or Letter of Purpose provided by customer
Nonprofit or Unincorporated Association	*Nonprofit or Unincorporated Association Resolution provided by Logansport Savings Bank *EIN is required - not individual social security number