



NEW ACCOUNT DOCUMENTATION CHECKLIST

1. DOCUMENT REQUEST FOR A BUSINESS ACCOUNT (LLC, CORPORATION, ETC.)

- Business Formation Documents. these include articles of incorporation or organization, depending on the business structure (e.g., LLC, corporation).
- Operating agreement (if an LLC, this could be a standard or member managed operating agreement). Operating agreements will outline the structure, management, decision making processes, and operating procedures of the LLC.
- Business Tax ID/EIN.
- Ultimate Beneficial Ownership structure "UBO" (human who owns 25% or more of a company and/or has control – see "CDD-KYC Policy and Procedures for more details on the rule).
- Government issued identification for signers (driver's license, passport).
- "Know Your Customer" documentation (business description, source of funds, expected activity)
- Completed Alpine Capital Bank Account Application and Alpine Capital Bank Resolutions based on entity type

2. DOCUMENT REQUEST FOR A TRUST ACCOUNT

- Government issued identification for trustees/signers etc.
- Trust agreement. This includes details about the trust such as its name, legal address, and beneficiaries.
- Tax ID.
- Proof of trust's assets (if not included within the agreement) which would demonstrate any assets held within the trust.
- UBO information IF the trust was created in a U.S. jurisdiction that requires filing the trust with the state.
 - "Know Your Customer" documentation (business description, source of funds, expected activity)
 - Completed Alpine Capital Bank Account Application and Alpine Capital Bank Trust Certification

3. DOCUMENT REQUEST FOR PERSONAL ACCOUNT

- Government issued identification
 - Social Security Number
 - "Know Your Customer" documentation (account description, source of funds, expected activity)
 - Completed Alpine Capital Bank Account Application
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