STARTING YOUR NEW RELATIONSHIP

LIMITED LIABILITY COMPANY (LLC)-BUSINESS ACCOUNT OPENING INFORMATION

Thank you for choosing Metairie Bank for your Business Banking needs. We want your new account opening experience to be smooth and easy. When opening an account, all banks are required to obtain information verifying the business as well as the individuals associated with the business. The following list will help you determine the requirements needed.

INDIVIDUALS THAT NEED TO BE PRESENT AT ACCOUNT OPENING:

All Members and Managers

- If one of the Managers or Members of the LLC is another business, an authorizing representative of that business must also be present.
- If you would like to add an authorized signer to your account, they must also be present.

INFORMATION REQUIRED TO OPEN THE ACCOUNT:

Personal Identification

- **U.S. Citizens-**One Unexpired Government Issued Picture ID-State Issued Driver's License, State Issued ID card, Passport, etc.
- **Non U.S. Citizens-Two forms of ID. Primary ID must be unexpired Government issued picture ID**
  - Permanent Resident Alien Card (Green Card), Passport or Matricula Consular Card.
  - Secondary ID Examples: Employer ID, Utility Bill, etc.

Tax Identification Number — An Employer Identification Number is required.

- Single Member LLCs may use their SSN or ITIN
- Individual Taxpayer Identification Number (ITIN) may be used for Non U.S. Citizen

REQUIRED BUSINESS DOCUMENTATION:

- Certified Articles of Organization filed in Louisiana, including any amendments to the articles
- Louisiana Secretary of State Website Validation
- Operating Agreement, if such exists, including amendments
- Annual report or Statement of Information
- **Trade Name Certificate** – may be required if your business is operating with a DBA (doing business as). For example: Smith Hardware Inc. DBA Smith Hardware Store.

Note: Generally, these are the documents that are needed, although exceptions may exist in some circumstances.

BENEFICIAL OWNERSHIP

All banks require the following information for each natural person, if any, who owns, directly or indirectly, 25% or more of the equity interests of the LLC; and one natural person with significant responsibility for managing the LLC.

- Legal First Name and Last Name
- Date of Birth
- Social Security Number (For Foreign Persons, Passport Number, and Country of Issuance, or other similar identification number)
- Copy of Identification
- Residential Address
- Percentage of Ownership

ADDITIONAL INFORMATION THAT WILL BE REQUESTED AT ACCOUNT OPENING:

- The nature of your business
- Types of transactions and volumes expected

DOCUMENTATION ON BENEFICIAL OWNERS (If Corporation, Partnerships or LLC)
Persons opening an account on behalf of a legal entity must provide the following information:

A. Name & Title of Person Opening Account:

_____

B. Name & Type of Legal Entity for Which the Account is Being Opened:

_____

Type of Legal Entity ☐ Corp o LLC ☐ Partnership ☐Sole Proprietorship ☐Non-profit ☐ Agent

C. The following information for each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above. Do not put entities.

1. _____ _____ ❑ Copy of ID obtained
Name Date of Birth

_____ _____
Address (Residential or Business Street Address) *Social Security Number

2. _____ _____ ❑ Copy of ID obtained
Name Date of Birth

_____ _____
Address (Residential or Business Street Address) *Social Security Number

3. _____ _____ ❑ Copy of ID obtained
Name Date of Birth

_____ _____
Address (Residential or Business Street Address) *Social Security Number

4. _____ _____ ❑ Copy of ID obtained
Name Date of Birth

_____ _____
Address (Residential or Business Street Address) *Social Security Number

(If no individual meets this definition, please write "Not Applicable.")(Nonprofit Corporations do not have 25% owner section, only Part d.) If Non US Person use SSN, Passport Number or similar number.*

D. The following information for one individual with significant reposnsibility for managing the legal entity listed above, such as:

- An executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer); or
- Any other individual who regularly performs similar functions.

If appropriate, an individual listed under section (c) above may also be listed in this section (D).

_____ _____ ❑ Copy of ID obtained
Address (Residential or Business Street Date of Birth

_____ _____
Address (Residential or Business Street Address) *Social Security Number