

Coversheet for Deposit Account Documentation

For Internal Use Only

Authorization for Incomplete or Missing Documentation: Requires CSG Team Manager Approval

Approver Name _____ Signature _____ Date

	Required Documents	Enclosed		Missing	
		Complete	Incomplete	Document	Original
<input checked="" type="checkbox"/> All Entities	Cover Page Account Application (Personal, Busin., Trust) <i>Driver's License / Gov't Issued Photo ID for all account holders</i> Signature Card, if applicable Confirmation Letter (to be sent to client after a/c opening) W-9 (If incomplete or missing, the W-9 is invalid) <input type="checkbox"/> Proceed with account opening as undocumented so that the proper withholding gets applied to the account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Partnership	Entity Resolution Form Corporate General Partner Certificate, if applicable <i>Partnership Agreement</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> LLC	Entity Resolution Form <i>LLC Agreement</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Corporation	Entity Resolution Form <i>Certificate of Good Standing OR Certificate of Incorporation</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Trust	Certification of Trust	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Estate	Death Certificate (Certified Copy Required) Letters Administration/ Testamentary (Original Required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Foundation	Entity Resolution Form, if required <i>Foundation Charter OR Trust Instrument OR Certificate of Inc.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Not for Profit Corp	Entity Resolution Form <i>Certificate of Incorporation</i> <i>Articles of Incorporation OR IRS Exemption Letter</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Sole Prop.	<i>Doing Business As Certified OR State Equivalent</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Guardian	Court Appointments for Guardians (Original Required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Supplemental Documents (if applicable)	W-8 (Original Required - If copy, incomplete or missing, the W-8 is invalid) <input type="checkbox"/> Proceed with account opening as undocumented so that the proper withholding gets applied to the account Power of Attorney (NOTARIZED Original Required) Additional Trustees/Statements Personal Private Banking Card Application Credit Card Application Overdraft Reserve Application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments

*Confirmation letter to be sent to client by Account Officer after account opening. If Cover Page was not sent disclosures must be listed out on confirmation letter. Letter should be scanned as Cover Page and Confirmation Letter.

Documents in italics are forms you must obtain directly from the client, unless a current version is already on file (for this tax ID). Documents in bold cannot be processed on a fax.

*Authorization is required when Box in gray area is checked