

[Bank Name]
[Bank Address]
[City, State, Zip Code]

[Date]

[Borrower Name]
[Borrower Address]
[City, State, Zip Code]

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING A NEW ACCOUNT

Dear [Borrower Name/Contact Person]:

To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person or business entity that opens an account.

What this means for you: When you apply for a commercial loan or open an account, we will ask for your name, physical address, date of birth (for individuals), taxpayer identification number, and other information that will allow us to identify you.

For business entities, we will require documents to verify the legal existence of the entity, such as articles of incorporation, a business license, or a partnership agreement. We may also ask to see corporate resolutions and identify the beneficial owners of the entity.

We may also ask to see a driver's license or other identifying documents for individuals associated with this loan application.

We appreciate your cooperation in helping us comply with these federal regulations.

Sincerely,

[Name of Bank Representative]
[Title]
[Bank Name]