



## OWNER/AGENT DOCUMENT REQUIREMENTS

### New Lease Security Accounts or Signatory Changes

Apple Bank requires information from you before establishing a new relationship, or making changes to the signatory(s) on your existing account.

#### Owner/Agents Documents

- [Lease Security Account Agreement Form B-337 LS](#) contains required questions about the Owner/Agent.
- [Customer Profile Form](#) contains required information for persons associated with the account [Owner, Agent, Signer, Beneficial Owner<sup>(1)</sup> or Person of Significant Control]
  - All Account owners/Agents must provide valid Identification as outlined below:

ONLY <u>ONE</u> OF THE BELOW IS REQUIRED:	TWO OF THE BELOW ARE REQUIRED IF NOTHING FROM THE LIST TO THE LEFT IS PROVIDED:	IF YOU ARE A NON-RESIDENT ALIEN, ANY TWO OF THE FOLLOWING DOCUMENTS ARE ACCEPTABLE WITH FOREIGN PASSPORT:
Unexpired Photo Driver's License	New York Pistol Permit	Valid US Visa/Consular ID
Unexpired New York State Learner's Permit	Unexpired Photo NYC identification Card	Foreign National ID Card
Unexpired New York State Non-Driver's Photo Identification Card	Unexpired Foreign Passport	Foreign Driver's License
Unexpired United States Passport or US Passport Card		Foreign Military ID
United States Certification of Naturalization, with photo and government seal affixed.		Foreign Voters Registration Card
Alien registration card with photograph		Foreign Birth Certificate
United States Military Identification with Photo		

- For a Business Entity <sup>(1)</sup> you must complete the enclosed [General Resolution for Lease Security Entities Form LGL-325 LS](#).
- Documents noted on the enclosed [Owner/Agent Checklist](#) must be provided, including certification pertaining to the Tax Identification Number (TIN) [W-9/W-8](#).

#### Additional Documents (As Required)

- [Owner/Agent Agreement Form \(Addendum A\)](#) must be completed when the authorized signer is the Agent managing the account on behalf of the Owner.
- All Business/Entity must complete the [Secondary Business - Financial Services Form \(Addendum B\)](#).
- [Non for Profit Owner/Agent Form \(Addendum D\)](#) must be completed by Not for Profit businesses.
- Authorization Letter to Change Signatory(s) must be provided from a current, authorized signer to request a change of signer(s) on an existing account. If unable to provide, contact us directly to discuss.

#### Deposits for New Tenants

- [Lease Security Deposit Form B-65](#) is used to make deposits for new and existing tenants. For new tenants, the account number will be provided to you as part of your returned receipt. You will need to furnish the Bank with the tenant's Name, Apt Number, and Tax Identification Number (TIN). An original or clear copy of a valid <sup>(2)</sup> IRS Tax Certification Document W-9/W-8 is required in order to avoid tax withholding. If you do not have a TIN and or certification documents for your tenant, Apple Bank will mail a request for such information directly to your tenant on an annual basis. We will also solicit this information in the absence of the required Tax Certification document or if we receive notice from the IRS of a Name/TIN mismatch.
  - Nonresident alien (NRA) tenants require additional foreign documentation per the IRS—these requirements are listed in our [NRA Customer Checklist Form B-361A](#) which is available upon request.
  - Checks for deposit made payable to either the named Owner/Agent, the Tenant, or to Apple Bank. All original documents should be returned to: Apple Bank Depositor Services 250 West 23rd Street 2nd Floor New York, NY 10011. Altered documents cannot be accepted. Thank you for your anticipated assistance. Please contact us with any questions or concerns M-F 8:30 am - 4:30 pm at (917) 675-7898 or E-mail us directly at our new group email dedicated exclusively for Lease Security at [LSA@applebank.com](mailto:LSA@applebank.com).

(1) Effective May 11, 2018, FinCEN (Financial Crimes Enforcement Network) requires all U.S. Financial Institutions to identify and obtain the information for all individual(s) whose beneficial ownership of the business is 25% or greater. When there are individuals that own 25% or more of the business, then the [Owner/Agent Beneficial Ownership Information Form \(Addendum C\)](#) must be completed by the business entity that is establishing an account with Apple Bank. This is irrespective of whether the beneficial owner will act as a signatory on the account.

(2) Only current versions of IRS Forms are valid. In the event an IRS Form has been updated, the prior version may only be accepted for six months after issuance of the replacement form.