

Business Account Enhanced Due Diligence Questionnaire



This questionnaire is designed to help the Credit Union identify the needs of our members and to understand the type, size, and frequency of transactions. Some transactions carry a higher degree of risk, which requires enhanced due diligence. We appreciate your cooperation. Please answer all questions in their entirety. Failure to respond may result in the suspension of accounts and services.

Business Information

Registered Business Name

Account Number

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Type of Business (check all that apply)

- Corporation Corporate Non-Profit Limited Liability Company Limited Liability Partnership
- Professional Corporation Partnership Single-Member LLC Sole Proprietor
- Unregistered Non-Profit

Fictitious or DBA Name (if any)

Form Completed by

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Contact Number

Number of Employees (Full and Part Time)

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Where do you conduct most of your business? (i.e., MD, DC, VA, Globally, Online...)

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List the State(s) Where the Business is Registered:

Is your business headquartered in the US? Yes No

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Is your business a publicly traded company? Yes No

Is the company traded publicly on the New York, American or NASDAQ stock exchange? Yes No

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Industry: (i.e., food/beverages, car sales, legal services, consulting, real estate, transportation...) and provide a brief description of the business

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Business Location Type: (i.e., home office, store front, office bldg., office suite...)

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How Long Have You Been in Business?

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Where Else Did/Do You Hold an Account for this Business? If the account was closed, what was the reason?

Is the business owned by or affiliated with any other businesses, groups, or government agencies? If yes, list and explain:

Is the Business Seasonal? Yes No (If yes, please indicate busy season)

Provide your Organizations Website Address and Social Media Platform Handle(s)

Main Purpose of this Account. Check All that Apply:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Payroll | <input type="checkbox"/> General Operating | <input type="checkbox"/> Expense |
| <input type="checkbox"/> Business Loan/Line of Credit | <input type="checkbox"/> Savings Only | <input type="checkbox"/> Other: _____ |

Transaction Information

Please Select All Activities that Apply to Your Business:

- | | | |
|--|---|--|
| <input type="checkbox"/> Money Services Business (MSB) activities (i.e., check cashing, sale/issuance of money orders, travelers checks, gift cards, wires or the transmission of funds, dealings in foreign exchange) | | |
| <input type="checkbox"/> Finance/Lending | <input type="checkbox"/> Lottery Ticket Sales | <input type="checkbox"/> Use of a Courier or Armored Car Service |
| <input type="checkbox"/> Deal in Virtual Currencies | <input type="checkbox"/> Import from or Export to Any Foreign Countries | <input type="checkbox"/> Cash Intensive Business |
| <input type="checkbox"/> Hold Client Funds (i.e., Escrow, Investments...) | <input type="checkbox"/> Vehicle Sales | <input type="checkbox"/> Safe Deposit Box Rental |
| <input type="checkbox"/> Marijuana or Related Services | <input type="checkbox"/> Act as a Third-Party Payment Processor | <input type="checkbox"/> None of the Above |
| <input type="checkbox"/> Internet Gambling | <input type="checkbox"/> Privately Owned ATM (ATM on Premises) | |

Expected Transaction Types (ACH, checks, cash, wire, check card...) Check all that apply:

- | | | |
|---|---|--|
| <input type="checkbox"/> Automated Clearing House (ACH) Electronic Debit/Credit | <input type="checkbox"/> Purchase of Monetary Instruments | <input type="checkbox"/> Cash - Currency (Paper/Coin) |
| <input type="checkbox"/> Wires - Domestic (within U.S.) | <input type="checkbox"/> Checks/Drafts | <input type="checkbox"/> Merchant Services Transactions |
| <input type="checkbox"/> Wires - International | <input type="checkbox"/> Check Card | <input type="checkbox"/> Other Electronic Transactions (Square/Cash App, Venmo, PayPal, Apple Pay, Google Pay, Zelle...) |

Expected Number of Transactions (ACH, checks, cash, wire, check card...) per month:

Deposits # _____

Withdrawals # _____

Expected Electronic Transactions (Cash App, Venmo, PayPal, Apple Pay, Google Pay, Zelle...)

- \$0-\$1,000 \$1,000-\$3,000 \$3,000-\$5,000 \$5,000-\$10,000 \$10,000 and above
- One-time Multiple times/month Monthly Quarterly Bi-Annually Annually

Purpose and Relationship to Sender/Receiver

Expected Cash Deposits (i.e., currency, tangible paper, dollars/coins)

- \$0-\$1,000 \$1,000-\$3,000 \$3,000-\$5,000 \$5,000-\$10,000 \$10,000 and above
- One-time Multiple times/month Monthly Quarterly Bi-Annually Annually

Source and Purpose for Deposits

Expected Cash Withdrawals (i.e., currency, tangible paper, dollars/coins)

- \$0-\$1,000 \$1,000-\$3,000 \$3,000-\$5,000 \$5,000-\$10,000 \$10,000 and above
- One-time Multiple times/month Monthly Quarterly Bi-Annually Annually

Purpose of Withdrawals

Expected International Wires Incoming Outgoing Both None

- \$0-\$1,000 \$1,000-\$3,000 \$3,000-\$5,000 \$5,000-\$10,000 \$10,000 and above
- One-time Multiple times/month Monthly Quarterly Bi-Annually Annually

a. Source/Purpose?

b. To/From Which Countries Do you Anticipate Sending or Receiving Wires

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c. What Is Your Relationship To Sender and/or Receiver?

Expected Domestic Wires Incoming Outgoing Both None

- \$0-\$1,000 \$1,000-\$3,000 \$3,000-\$5,000 \$5,000-\$10,000 \$10,000 and above
- One-time Multiple times/month Monthly Quarterly Bi-Annually Annually

a. Source/Purpose?

b. What Is Your Relationship To Sender and/or Receiver?

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How many miles is the business from one of the NASA Federal Credit Union branch offices located in MD, DC, or VA?
Select the appropriate range:

- 1-10 miles
- 11-25 miles
- 26-50 miles
- Over 50 miles

ADDITIONAL INFORMATION AND COMMENTS

By signing below, I certify that the information provided above is true and correct, and I understand that the Credit Union may require additional due diligence regarding this account or others, as the activity or transactions change.

Signature _____

Date _____