

2019 OKLAHOMA DEPOSIT DOCUMENTATION

A ONE-DAY SEMINAR!

What is the difference between “joint with rights of survivorship” and “tenants in common”? What is the revocable living trust and how do we document it? Do we really need a corporate resolution? How do we open accounts for minors?

Have you or someone at your institution asked these questions and others like them? If so, don't miss this seminar.

The focus is on the day the account is opened. It provides hard to get state law requirements for ownership and documentation. Attendees learn the “why” behind standard operating procedures. The program also covers CIP procedures and IRS Reporting compliance issues.

The manual and the presentation suggest the procedures for standardizing the account opening process. The speaker uses “plain language” and “real-world” examples. Attendee participation is encouraged throughout the program.

What You Will Learn

Account Opening Procedures

- Customer Identification
- Verify Depositor Information
- Standardizing Procedures

Taxpayer ID No. Documentation

- Obtaining the Appropriate TIN
- Required Certifications
- Nonresident Alien Requirements

Account Titles

- Individual Accounts
- Single Party Account with Convenience or Authorized Signers
- Informal Trusts
- Uniform Transfers to Minors Act
- Minor Accounts
- Joint Accounts with Rights of Survivorship
- Joint Accounts without Rights of Survivorship
- Payable on Death Accounts
- Funeral Trust Accounts
- Estate Accounts
- Valid Trust
- Pension Plans
- Customer Due Diligence/Beneficial Ownership Rule
- Certification Regarding Beneficial Ownership
- Grantor Trust – Revocable Living Trusts
- Court Appointed Personal Fiduciaries
- Social Security or SSI Representative Payee
- Sole Proprietorships
- Partnerships
- Corporations
- Limited Liability Companies
- Lawyer's Trust Accounts
- Landlord/Tenant Escrow Accounts
- Political Campaign Funds

Proper Documentation

- Personal Accounts
- Business Accounts
- Fiduciary Accounts
- Organizational Accounts
- Powers of Attorney

Handling Requests for Change

- Changes at Request of Customer
- Changes Due to Death
- Adding Owners
- Deleting Owners

Seminar Speakers



K. Natalie Straus, CRCM
Vice President and Senior
Consultant at
ProBank Austin



Mark Burnside, CRCM
Senior Consultant at
ProBank Austin

Who Should Attend

This is a comprehensive seminar developed for new accounts personnel, auditors, bookkeepers, operations officers and others who have responsibility for administering customer accounts. It is a fast-paced introduction for the new employee who needs an overview of deposit accounts and is designed to “tie everything together” for experienced personnel.

▶ PLUS...

A COMPLETE AND COMPREHENSIVE
REFERENCE MANUAL
& **FREE TELEPHONE SUPPORT**
FOR NINETY-DAYS!

ProBank Advisor

ProBank Advisor
Trusted.
Compliance.
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ProBank Advisor is a new online compliance advisory service that provides the compliance advice you need when you need it. Connecting with an expert compliance professional is simple through ProBank Advisor's easy-to-navigate website, where you can request compliance advice or a review of advertisements, disclosures, or policies with an industry expert.



NATIONAL ASSOCIATION OF STATE BOARDS OF ACCOUNTANCY
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Seminar Agenda



All times are local at seminar site.

Registration	8:30 am
Program	9:00 am - 4:00 pm
Lunch (included)	12:00 noon - 1:00 pm
Instructional Method	Group – Live



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**ProBank
Austin**

Dates and Locations

July 16, 2019

Embassy Suites Hotel
1815 S Meridian Ave
Oklahoma City, OK 73108-1717
405-682-6000

July 17, 2019

Holiday Inn Tulsa City Center
17 W Seventh St
Tulsa, OK 74119
918-585-5898

How to Register

MAKE CHECK PAYABLE TO:
ProBank Austin

MAIL TO:
Education Division
ProBank Austin
950 Breckenridge Lane
Suite 280
Louisville, KY 40207

RECEIVE YOUR SPECIAL PRICING:
1. Mail or Fax: using this form
2. Online: enter code **19COK25**
3. By Phone: reference code **19COK25**

CHARGE PAYMENTS ONLY:
FAX: 502-451-6755
PHONE: 800-523-4778,
Select Option 1 (or Ext. 205 or 235)
WEB: www.probank.com

*Standard Registration fee is \$375, use this form or
code **19COK25** and your fee is just **\$350.***

**When registering online, please register each attendee separately.*

Additional Seminar Information

Program Level Basic

Prerequisites/Advanced Preparation Basic Knowledge of Deposit Regulations.

The Manual The seminar manual is a comprehensive guide with detailed outlines and sample forms. It serves as a desktop reference for questions relating to the deposit function.

Suggested Dress Meeting room temperatures are often difficult to control. Please dress for comfort. Business casual dress is appropriate for all ProBank seminars.

Field Of Study Specialized Knowledge

Questions? Call 800-523-4778. For program questions, more information or refunds, ask for ext. 205 or ext. 235. For administrative policies, such as complaint resolution, ask for extension 222.

Confirmations You will receive a written confirmation of your seminar registration within ten days after we receive payment. If an e-mail address is provided, your confirmation will be sent via e-mail. Please make sure to add registrar@probank.com to your list of approved e-mail addresses.

ProBank Inclement Weather Line In the event of inclement weather in your area, please call (502) 479-5241 for any seminar cancellations. If ProBank cancels a program due to weather, ProBank will refund the entire registration fee. If a program is not canceled and you choose to cancel your attendance, refunds will not be granted; however, substitutions are always welcome or you may transfer to another seminar by calling ProBank no later than the day of the program.

Cancellation Policy If you cancel at least seven days prior to the seminar date, we grant full refunds. If you cancel six days or less, there will be a cancellation fee of \$100 for each day of the seminar. Refunds will not be granted for "no-shows" or for cancellations received on the date of the seminar. Substitutions are welcome at any time. If ProBank cancels a seminar for any reason, we will refund the entire registration fee. ProBank reserves the right to cancel the program when necessary. ProBank is unable to reimburse for travel expenses related to a canceled program. Please consider making refundable reservations or call us to confirm program before making reservations.

Approved for 6.5 CPE Credits. Eligible for 6.75 CRCM Credits through ABA Professional Certifications.
Visit their website at: www.aba.com/Training/Certifications/Pages/default.aspx

Community Bankers Association of Oklahoma 2019 Oklahoma Deposit Documentation

FINANCIAL INSTITUTION

MAILING ADDRESS/PO BOX

CITY, STATE, ZIP

ROUTING/MICR NUMBER

TELEPHONE #

I / WE WILL ATTEND THE SEMINAR IN:

CITY/STATE

PROGRAM DATE

ATTENDEE NAMES (Photocopy This Form As Necessary)

ATTENDEE #1 \$350

E-MAIL ADDRESS

CELL PHONE #

ATTENDEE #2 \$350

E-MAIL ADDRESS

CELL PHONE #

Payment must accompany registration

PAYMENT BY CHECK ENCLOSED TOTAL REGISTRATION FEES: \$ _____

CHARGE MY: MASTERCARD VISA DISCOVER AMEX

CARD NUMBER

EXP DATE

CVV (SECURITY CODE)

CARDHOLDER'S NAME

CARDHOLDER'S BILLING ADDRESS

CITY / STATE / ZIP

AUTHORIZED SIGNATURE

Presented In 2019 By ProBank Austin

Seminar Fee Includes:

- ✓ Lunch
- ✓ Coffee Breaks
- ✓ All Course Materials

Breakfast and parking are on your own.