

Checklist for paperwork needed to open BUF account

- W-9 – Anyone having a BUF account opened MUST complete.
 - Line 1 & 2 should be completed as shown on your tax return.
 - Line 1 – if corporation, corporation name only. (Do not list your name)
 - Line 3 check tax classification.
 - Line 5 & 6 completed with your address – NO P.O. BOX
 - Part I completed SS# or EIN. **ONLY LIST ONE OR THE OTHER**
 - Part II needs to be signed and dated.

Regulations with the banks require the below information. Please be sure to complete and return all forms to avoid a delay in the opening of your BUF account.

- Complete Ownership form
- Copy of a valid Driver's license (cannot be expired)
- Date the business was started: _____
- Annual revenue: _____
- Place of birth (City & State): _____
- Using an EIN number?
 - Is business conducted outside the United States?
Yes or No
 - A copy of one of the following **MUST** be received.
 - *Articles of Incorporation*
 - *Partnership Agreement*
 - *Membership Agreement*

**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

**Give form to the
requester. Do not
send to the IRS.**

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate ☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐	
	5 Address (number, street, and apt. or suite no.). See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number											
				-				-			
or											
Employer identification number											
					-						

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Legal Entities - Certification of Beneficial Ownership

Persons opening the account on behalf of a legal entity must provide the following information:

A. PERSON OPENING A NEW ACCOUNT OR UPDATING AN EXISTING ACCOUNT*

Name of the person opening a new account or updating an existing account:

Title of the person opening a new account or updating an existing account:

B. LEGAL ENTITY INFORMATION

Name of legal entity:

Address of legal entity (no P.O. Boxes):

Taxpayer Identification Number:

[Legal Entity Identifier](#) (LEI) - optional):

C. OWNERSHIP OF 25% OR MORE

Includes any natural person (individual) who directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25% or more of the equity interests of the legal entity listed above. If no individual meets this definition, please write "N/A" or "Not Applicable" below. Do not list other business entities as beneficial owners. ITINs only apply to foreign individuals and are collected as applicable. All other fields are required. Domestic persons must provide a SSN.

Name:	% of ownership	Date of Birth:	Address: (Residential or Business Street Address – No P.O. Boxes)	SSN or (domestic individuals - required) ITIN (foreign individuals – as applicable):	Primary Identification**: (Required)
					ID #: ID Type: Issued by: Issue date: Expiration date:
					ID #: ID Type: Issued by: Issue date: Expiration date:
					ID #: ID Type: Issued by: Issue date: Expiration date:
					ID #: ID Type: Issued by: Issue date: Expiration date:

**For non-US persons, collect passport information. If a passport is not available, non-US persons may also provide an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

D. ENTITY MANAGER

- The following information must be provided for one individual with significant responsibility for managing the legal entity listed above, such as an executive officer or senior manager (e.g., Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, Treasurer) or any other individual who regularly performs similar functions.
- If appropriate, an individual listed under section C may also have been listed in this section D.
- ITINs only apply to foreign individuals and are collected as applicable. All other fields are required. Domestic persons must provide a SSN.

Name & Title:	Date of Birth:	Address: (Residential or Business Street Address – No P.O. Boxes)	SSN or (domestic individuals - required) ITIN (foreign individuals – as applicable):	Primary Identification: (Required)
Name:				ID #: ID Type: Issued by: Issue date: Expiration date:
Title:				

E. CERTIFICATION BY THE PERSON OPENING THE ACCOUNT (THE PERSON LISTED IN SECTION A)

I, _____ (name of natural person opening the account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct. Furthermore, I agree to notify the Bank of any subsequent changes to my beneficial ownership information.

Signature (no digital signatures please): _____ Date: _____

*Pursuant to the CIP rule, an "account" is a formal banking relationship to provide or engage in services, dealings, or other financial transactions, and includes a deposit account, a transaction or asset account, a credit account, or another extension of credit. An account also includes a relationship established to provide a safe deposit box or other safekeeping services or to provide cash management, custodian, or trust services.