

# **WBA** Wyoming Bankers Association *Presents*

## **LEGAL ISSUES OF NEW ACCOUNT DOCUMENTATION AND COMPLIANCE**

### **A full day comprehensive workshop**

**Tuesday, May 22, 2012 – Holiday Inn - Casper @ McMurry Business Park**

**Program: 8:30 a.m. - 3:30 p.m., Lunch Included**

### **Seminar Description**

**The facts are in!** Many financial institutions are increasingly taking more losses in the new account area than in the loan area. The reason – not recognizing fraudulent accounts! Too often new account personnel receive twenty minutes of training before opening their first account. Most of the expertise is gained "on the job" which results in an environment of insecurity and vulnerability for new account representatives and unnecessary losses for the financial institution. With all the new compliance regulations, it seems like we are now conducting New Account "Interrogations" rather than New Account "Interviews"! This full day annual review teaches new account personnel; proper account opening procedures and compliance requirements; the five crucial pieces of information including **proper identification and the correct TIN** for every new account; the **four fundamental questions** that should be asked of every potential accountholder:

1. Who owns the funds in the account?
2. Who has access to the funds in the account?
3. What is the purpose of the account?
4. If a business account: What type of legal entity is this?

The seminar manual, which is customized to **your state** law, has become known as the "technical reference handbook" for new account departments across the country.

### **What You Will Learn**

- ◆ Understanding Signature Card Contracts and the Consequences
- ◆ TIN Compliance - including SSN vs. EIN and W-9 vs. W-8BEN
- ◆ Proper Business Account Documentation and Resolutions for:
  - ◆ Sole Proprietorships, General and Limited Partnerships, Corporations; LLC and LLP Entities
  - ◆ Negotiating checks made payable to a business
- ◆ Non-profit Associations and Charitable Organizations
- ◆ Proper Account Opening Procedures and Required Documentation for:
  - Individual Accounts; Individual Accounts Authorized Signers or Agents
  - Joint Accounts With Rights of Survivorship and Tenants-In-Common Without Rights of Survivorship
  - Power of Attorneys - In House Form and Out-of-House Form
  - Formal Trust Accounts - Living Trusts; Revocable and Irrevocable
  - Informal Trust Accounts - POD and Revocable Trust Accounts
  - Uniform Transfer To Minors Act Accounts;
  - Estate Accounts: Deceased Accountholders and Guardianships

### **Who Should Attend**

All customer contact personnel, supervisors and officers whose responsibilities include opening or managing new accounts and certificates of deposit. Excellent for supervisors or officers who have recently assumed the responsibility of the new account area but have never actually worked in new accounts. Internal Auditors and Compliance Officers will find the information exceptionally beneficial as well.

**It is strongly recommended you bring a copy of your institution's signature cards and account agreement to the workshop.**

### **Seminar Instructor**

**Patrice M. Konarik, CFP™**, is president and founder of Sunwest Training Corp. located near San Antonio, Texas. With over 25 years experience in the financial industry, Patrice has focused her expertise on the retirement and new account areas and is currently providing training in 22 states. She has a BS from New York's Binghamton University and earned her Certified Financial Planner™ designation in 1990. Patrice brings the information to life with her humorous approach, in-depth knowledge and an unlimited supply of "true life" examples.

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### Registration Form

#### 1<sup>st</sup> Registrant:

List registrant and title: \_\_\_\_\_

Bank/Firm Name \_\_\_\_\_ Phone \_\_\_\_\_

Address (PO Box) \_\_\_\_\_ FAX \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

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#### 2<sup>nd</sup> Registrant from the same location/same address: (copy this form for additional regis.)

List registrant and title: \_\_\_\_\_

Bank/Firm Name \_\_\_\_\_ Phone \_\_\_\_\_

Address (PO Box) \_\_\_\_\_ FAX \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**REGISTRATION FEE:**     \$220 for the 1<sup>st</sup> registrant  
                              \$199 for each additional registrant from same location-address).  
                              *Wyoming Banks must be WBA Members. Non-Member fee \$420*

**HOLIDAY INN - OVERNIGHT ACCOMMODATIONS:** are to be handled by individual attendees. A block of rooms has been reserved for 5/21 at the HOLIDAY INN – Casper @ McMurry Business Park, 721 Granite Peak Drive, Casper, 307/577-5000. Be sure to ask for the room rate of \$99.00 under the Wyoming Bankers Assoc. Room Block. Room block expires MAY 7, 2012.

**CANCELLATION POLICY:** No refunds will be made after MAY 7, 2012. Substitutions may be made at any time. **REGISTRATION DEADLINE – MAY 7, 2012.**

**MAIL THIS FORM AND CHECK TO:** Wyoming Bankers Association,  
P.O. Box 2190,  
Cheyenne, WY 82003  
307/638-5008 FAX 307/638-5013  
**Register Online at: [www.wyomingbankers.com](http://www.wyomingbankers.com)**