

# NEW ACCOUNT DOCUMENTATION AND COMPLIANCE SEMINAR

April 12, 2022

Location: Hilton Garden Inn Sioux Falls South

Address: 5300 S Grand Circle

Time: 8:30 a.m. to 4:00 p.m. CDT



*Questions: Call the SDBA at 800.726.7322 or email Halley Lee at [hlee@sdba.com](mailto:hlee@sdba.com).*

## SEMINAR DESCRIPTION

Managing risk is the #1 priority for all financial institutions, and it all starts at the new account desk. If a criminal cannot get in, they cannot steal from your organization and community. Well-trained new account personnel and universal bankers who recognize and stop attempted dishonest activity are the first line of defense in protecting a financial institution from fraudsters. Unfortunately, new account personnel are often trained "on the job," which can result in an environment of potential vulnerability and unnecessary losses for the financial institution. Additionally, with constant new regulations, the need for ongoing compliance training is paramount to maintain diligence and update processes and procedures. This full-day workshop, customized to South Dakota state law, teaches essential new account opening procedures, best practices, and compliance requirements. It answers complex questions asked by customers and staff while focusing on vital information for every new account type.

**IMPORTANT NOTE: YOU ARE ENCOURAGED TO BRING A COPY OF YOUR INSTITUTION'S SIGNATURE CARDS, RESOLUTIONS, AND ACCOUNT AGREEMENTS TO THE WORKSHOP**

## WHAT YOU WILL LEARN

- Six Essential Requirements for Opening Any New Account
- Understanding Signature Card and Account Agreement Contracts
- TIN Compliance
- Proper Business Account Documentation and Completion of Resolutions:
  - Sole Proprietorships, General and Limited Partnerships, LLC, LLP, LLLP, Corporations, Escrow Accounts, Non-Profit Associations, Charitable 501(c)(3) Organizations, IOLTA, and Public or Governmental Units
  - Opening an LLC when owned by a Revocable Trust
- Opening Individual Accounts:
  - Individual, Joint with Rights of Survivorship, Tenants-In-Common Without Rights of Survivorship
- Adding Authorized Signers or Agents to Personal or Business Accounts
- Access at Death on a Personal or Business Account
- Power of Attorney – Out-of-House Form, Statutory POA Requirements
- Fiduciary/Trust Accounts – Formal vs. Informal Trusts, Revocable vs. Irrevocable, Living Trusts, Testamentary Trusts, Trust Account Certification
- Payable on Death, In Trust For "ITF"
- Accounts for Minors – Single Account, Joint Account, Uniform Transfer To Minors Act Accounts
- Court Ordered Accounts: Estate, Guardianship, and Conservatorship
- Representative Payee and Veterans Affairs Fiduciary
- FinCEN – Beneficial Ownership Certification
- Opening Accounts for Complex Business Structures

## WHO SHOULD ATTEND?

All customer contact personnel, supervisors, and officers whose responsibilities include opening or managing new accounts. Excellent for supervisors or officers who have recently assumed the new account area's responsibility but perhaps have never worked in new accounts. Internal Auditors and Compliance Officers will find the information exceptionally beneficial. Much of the information applies to the lending assistant function.

## SEMINAR PRESENTER

Suzette (Suzie) Jones, CFP®, is the managing member of Training Resources Consulting, L.L.C. For over 40 years, Suzie has focused her technical expertise on new accounts risk management. Suzie served as an Executive Vice President at a \$50B regional financial organization. She led the \$11B Investment Division and was an active member of the AML, BSA, Personal/Corporate Risk, and Product Risk Committees. Suzie brings technical information to life with her engaging training style and in-depth knowledge. She holds the Certified Financial Planner (CFP®) professional designation.

## REGISTRATION FEE

Member fee: \$275  
Non-Member fee: \$425

## HOTEL INFORMATION

Hilton Garden Inn Sioux Falls South  
5300 S Grand Circle  
605-444-4500

A block of rooms has been reserved for \$95/night and will be **released on March 11.**

## SCHEDULE

8:30 a.m. to 4:00 p.m. CDT

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**\*\*To account for accurate food costs, please register consider registering before April 1, 2022.\*\***

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Hilton Garden Inn Sioux Falls South  
5300 S. Grand Circle  
605-444-4500

Institution: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Employee	City	Email

**Registration:** \$275/person for members or \$425/person for non-members. Registration fee includes \$30 for meals and breaks. This information is provided for your tax records, in keeping with the IRS 50 percent deductible provision under Section 274 (n) of the Internal Revenue Code.

### Payment Method:

Total fees due: \$ \_\_\_\_\_ ☐ Check enclosed. ☐ Please send me an invoice.

☐ Please bill credit card. ☐ Visa ☐ MasterCard ☐ Discover ☐ American Express

Card Holder's Name \_\_\_\_\_ Zip Code \_\_\_\_\_

Credit Card No. \_\_\_\_\_ CVV \_\_\_\_\_ Expiration \_\_\_\_\_

Authorized Signature \_\_\_\_\_



**SDBANKERS**  
ASSOCIATION

Educate. Advocate. Grow.

**Cancellation Policy:** 100% refund if canceled on or before April 1; 75% refund if canceled April 2-5; No refund if canceled after April 6. Substitutions allowed at any time.