

# Certification of Beneficial Ownership

## I. GENERAL INSTRUCTIONS

### What is this form?

Federal regulations now require **all banks** to verify the ownership of certain business types when they open a new account.

You will be asked to identify any beneficial owners of this business, plus one person with significant managing control. The required information includes Name, Address, Date of Birth, and Social Security Number (or Passport Number, in the case of foreign persons). The Bank may also ask to see a copy of a driver's license or other identifying document for each person listed on this form.

**To learn more about this requirement:** Visit [wexinc.com/beneficial-ownership](http://wexinc.com/beneficial-ownership)

**To submit this information:** Fax the completed form to 800-374-4568, or mail it to WEX Inc., P.O. Box 639, Portland, ME 04104-9814.

## II. ACCOUNT OPEN INFORMATION

The person opening an account on behalf of this business must provide the following information:

\_\_\_\_\_

Name of Person Opening Account

\_\_\_\_\_

Title

\_\_\_\_\_

Business Name

\_\_\_\_\_

Physical Address of Business (No P.O. Boxes)

\_\_\_\_\_

Legal Structure

**If your legal structure is exempt (see list on right), check "Exempt" below and skip Sections III, IV and V.**

**Exempt**

## III. BENEFICIAL OWNERS

Identify **up to four** beneficial owners of this business, or individuals (if any) who own 25 percent or more of the equity interests. **If no individuals meet this definition, check "Beneficial Owner Not Applicable" below and skip this section.**

**Beneficial Owner Not Applicable**

All fields are required for each beneficial owner, except as noted below:

- **For persons with a Social Security Number (SSN):** Provide the SSN and leave Passport/Other Government ID # and Issuing Country blank.
- **For foreign persons without a SSN:** Leave SSN blank and provide a Passport Number (or Other Government ID #) and the Issuing Country.

### Which businesses have to provide this information?

#### Required

The following legal entities must provide the requested information:

- Corporations
- Limited Liability Companies
- Partnerships
- Any other similar business entities formed in the United States or a foreign country.

#### Exempt

The following legal entities are exempt from this requirement:

- Non-Statutory Trust
- Bank/Bank Holding Co/Credit Union
- Federal/State/Local Government Agency or Authority
- Public Company and Majority Owned Affiliate
- Investment Company/Adviser
- Public Accounting Firm
- Insurance Company
- Non-Profits (Must identify a person with control. See Section IV)

*NOTE: The following do not meet the definition of legal entity, and are not required to submit this form:*

- *Natural Person*
- *Sole Proprietorship*
- *Unincorporated Association*

The info provided on this form is for validation or consumer verification only. It will not affect personal credit or imply liability.

## Beneficial Owner 1

First Name

Residential Address (no P.O. Boxes)

Last Name

Address Line 2 (optional)

Date of Birth (mm/dd/yyyy)

City

Social Security #

State/Province

Passport/Other Government ID #

Country of Residence

Issuing Country

Postal Code

## Beneficial Owner 2

First Name

Residential Address (no P.O. Boxes)

Last Name

Address Line 2 (optional)

Date of Birth (mm/dd/yyyy)

City

Social Security #

State/Province

Passport/Other Government ID #

Country of Residence

Issuing Country

Postal Code

## Beneficial Owner 3

First Name

Residential Address (no P.O. Boxes)

Last Name

Address Line 2 (optional)

Date of Birth (mm/dd/yyyy)

City

Social Security #

State/Province

Passport/Other Government ID #

Country of Residence

Issuing Country

Postal Code

## Beneficial Owner 4

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_____ First Name	_____ Residential Address (no P.O. Boxes)
_____ Last Name	_____ Address Line 2 (optional)
_____ Date of Birth (mm/dd/yyyy)	_____ City
_____ Social Security #	_____ State/Province
_____ Passport/Other Government ID #	_____ Country of Residence
_____ Issuing Country	_____ Postal Code

## IV. PERSON WITH CONTROL

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Identify one individual with significant responsibility for managing this business — for example, an executive officer, senior manager, or any other person who regularly performs similar functions. If appropriate, an individual listed as beneficial owner above must also be listed in this section. **If no beneficial owners are listed above, this information is still required.**

_____ First Name	_____ Residential Address (no P.O. Boxes)
_____ Last Name	_____ Address Line 2 (optional)
_____ Title	_____ City
_____ Date of Birth (mm/dd/yyyy)	_____ State/Province
_____ Social Security #	_____ Country of Residence
_____ Passport/Other Government ID #	_____ Postal Code
_____ Issuing Country	

## V. CERTIFIED/AGREED TO

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I, \_\_\_\_\_, hereby certify, to the best of my knowledge,  
Print Name  
that the information provided above is complete and correct.

_____ Signature	_____ Date
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