

Non-Profit Due Diligence Questionnaire



Important Information about Procedures for Opening a New Account

NASA Federal Credit Union, like all financial institutions, is required by federal law to obtain, verify and record information that identifies each applicant that opens or is authorized to act on an account. We will ask for the legal name of the business, the fictitious or DBA name of the business, the street address, tax identification number, other identifying information, and due diligence questions. We may ask for copies of business licenses or other documents evidencing the existence and good standing of the entity. Individuals associated with the business must also provide personal identifying information (name, date of birth, tax identification number, address, etc.) and provide identification. The questionnaire below is designed to help the Credit Union understand the type, size, frequency, and purpose of transactions. Your responses will help us understand what is normal and expected for the account, whether we can serve the business, or if additional due diligence is required. If an account is opened, it will also allow us to make recommendations that align with the business' financial goals and objectives. Failure to respond may result in the suspension of accounts and services.

All questions must be answered in their entirety or the application will be considered incomplete

Registered Non-Profit Name

Fictitious or DBA Name (if any)

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Account Number

Form Completed by

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List the State(s) Where the Non-Profit is registered:

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Telephone Numbers:

Non-Profit Office:

Authorized Signer Cell:

Alternative:

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Website Address

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Social Media Platform: Check All that apply and provide your organization's handle for each social media

Facebook

Instagram

Twitter

LinkedIn

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Description of the Organization

Purpose of this account

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Non-Profit Location Type: (i.e., home office, office bldg., office suite...)

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Where Else Did/Do You Hold an Account for this Non-Profit? If the account was closed, what was the reason?

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Activities: (i.e., youth group, educational, religious, animal welfare...) and provide a brief description of the non-profit

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Structure: (i.e., board of directors, committees, trustees, executives...)

Recordkeeping Requirements: (i.e., the types of records kept, timeframe the records are kept and where)

Number of Volunteers:

Number of paid personnel: (i.e., founders, directors, officers, staff...)

Do you have non-profit approval from the IRS? (attach IRS letter or explain why you do not)

Are donations tax exempt?

Donor base: (i.e., individuals, corporate, foundations...)

How does the organization solicit donations? (i.e., online-GoFundMe, Mobile-text-to-give QR codes, direct mail, phone, fundraisers, events...)

How does the organization advertise? (i.e., website, publications, social media, blog, merchandise...)

Transaction Information

Business Activities/Services. Check All that Apply:

- Money Services Business (MSB) activities (i.e., check cashing, sale/issuance of money orders, travelers checks, gift cards, wires or the transmission of funds, dealings in foreign exchange)
- Finance/Lending
- Internet Gambling
- Act as a Third-Party Payment Processor
- Deal in Virtual Currencies
- Lottery Ticket Sales
- Privately Owned ATM (ATM on Premises)
- Hold Client Funds (i.e., Escrow, Investments...)
- Import from or Export to Any Foreign Countries
- Use of a Courier or Armored Car Service for Cash Transactions
- Marijuana or Related Services
- None of the Above

Expected transaction types (ACH, checks, cash, wire, check card...) Check all that apply:

- Automated Clearing House (ACH) Electronic Debit/Credit
- Purchase of Monetary Instruments
- Cash - Currency (Paper/Coin)
- Wires - Domestic (within U.S.)
- Checks/Drafts
- Merchant Services Transactions
- Wires - International
- Check Card
- Other Electronic Transactions (Square/Cash App, Venmo, PayPal, Apple Pay, Google Pay, Zelle...)

Expected number of transactions (ACH, checks, cash, wire, check card...) per month:

Deposits # _____

Withdrawals # _____

Expected Electronic Payments (Square/Cash App, Venmo, PayPal, Apply Pay, Google Pay, Zelle...)

Do You Anticipate Sending or Receiving Payments Electronically to or from Individuals, Businesses or Organizations?

If Yes, please provide additional details regarding the purpose, source of funds, anticipated amounts, frequency and relationship:

Expected Cash Deposits (i.e., currency, tangible paper, coin) \$ _____ (amount or range) Frequency: Weekly Monthly

Source and Purpose for Deposits

Expected Cash Withdrawals (i.e., currency, tangible paper, coin) \$ _____ (amount or range) Frequency: Weekly Monthly

Purpose of Withdrawals

Do You Anticipate International Wires? Yes No

a. Purpose, Country(ies), Anticipated Amount & Frequency

b. Relationship to Senders/Receivers

Do You Anticipate Domestic Wires? Yes No

a. Purpose, Anticipated Amount & Frequency

b. Relationship to Senders/Receivers

How many miles is the business from one of the NASA Federal Credit Union branch offices located in MD, DC, or VA?
Select the appropriate range:

- 1-10 miles 11-25 miles 26-50 miles Over 50 miles

Which branch do you use most often?

We Welcome Any Comments You May Have (Expand on answers from the sections above or use for additional comments. Has your overall experience with the credit union been good? Are you willing to have open communication as your transactions change?)

By signing below, I certify that the information provided above is true and correct, and I understand that the Credit Union may require additional due diligence regarding this account or others, as the activity or transactions change.

Signature

Date