

Non-Profit Account Enhanced Due Diligence Questionnaire



This questionnaire is designed to help the Credit Union identify the needs of our members and to understand the type, size, and frequency of transactions. Some transactions carry a higher degree of risk, which requires enhanced due diligence. We appreciate your cooperation. Please answer all questions in their entirety. Failure to respond may result in the suspension of accounts and services.

Member Information

Registered Non-Profit Name

Account Number

Fictitious or DBA Name (if any)

Form Completed by

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

Telephone Numbers:

Non-Profit Office:

Authorized Signer Cell:

Alternative:

Provide your Organizations Website Address and Social Media Platform handle(s)

Description of the Organization

Purpose of this account

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

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

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

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...)

Are donations tax exempt? Yes No (Please attach a copy of the IRS letter or explain whether you plan to apply to the IRS)

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

Please Select All Activities that Apply to Your Business:

- 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
- Deal in Virtual Currencies
- Hold Client Funds (i.e., Escrow, Investments...)
- Marijuana or Related Services
- Internet Gambling
- Lottery Ticket Sales
- Import from or Export to Any Foreign Countries
- Vehicle Sales
- Act as a Third-Party Payment Processor
- Privately Owned ATM (ATM on Premises)
- Use of a Courier or Armored Car Service
- Cash Intensive Business
- Safe Deposit Box Rental
- None of the Above

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

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

- \$0-\$1,000 \$1,000-\$3,000 \$3,000-\$5,000 \$5,000-\$10,000 \$10,000 and above
 One-time Multiple times/month Monthly Quarterly Bi-Annually Annually

a. Purpose of Wire?

b. What Is Your Relationship To Sender and/or Receiver?

Expected Cash Deposits (i.e., currency, tangible paper, dollars/coins)

- \$0-\$1,000 \$1,000-\$3,000 \$3,000-\$5,000 \$5,000-\$10,000 \$10,000 and above
 One-time Multiple times/month Monthly Quarterly Bi-Annually Annually

Source and Purpose of Deposits

Expected Cash Withdrawals (i.e., currency, tangible paper, dollars/coins)

- \$0-\$1,000 \$1,000-\$3,000 \$3,000-\$5,000 \$5,000-\$10,000 \$10,000 and above
 One-time Multiple times/month Monthly Quarterly Bi-Annually Annually

Purpose of Withdrawals

Expected International Wires Incoming Outgoing Both None

- \$0-\$1,000 \$1,000-\$3,000 \$3,000-\$5,000 \$5,000-\$10,000 \$10,000 and above
 One-time Multiple times/month Monthly Quarterly Bi-Annually Annually

a. Source/Purpose?

b. To/From Which Countries Do you Anticipates Sending or Receiving?

c. What Is Your Relationship To Sender and/or Receiver?

Expected Domestic Wires Incoming Outgoing Both None

- \$0-\$1,000 \$1,000-\$3,000 \$3,000-\$5,000 \$5,000-\$10,000 \$10,000 and above
 One-time Multiple times/month Monthly Quarterly Bi-Annually Annually

a. Source/Purpose?

b. What Is Your Relationship To Sender and/or Receiver?

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

ADDITIONAL INFORMATION AND COMMENTS

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