

BENEFICIAL OWNERSHIP CERTIFICATION FORM

CERTIFICATION REGARDING BENEFICIAL OWNERS OF LEGAL ENTITY CUSTOMERS

I. GENERAL INSTRUCTIONS

What is this form?

To help the government fight financial crime, Federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities.

For the purposes of this form, a **legal entity** includes a corporation, limited liability company, or other entity that is created by a filing of a public document with a Secretary of State or similar office, a general partnership, and any similar business entity formed in the United States or a foreign country. **Legal entity** does not include sole proprietorships, unincorporated associations, or natural persons opening accounts on their own behalf.

What information do I have to provide?

This form requires you to provide the name, address, date of birth and Social Security number (or passport number or other similar information, in the case of Non-U.S. Persons) for the following individuals (i.e., the beneficial owners):

- i. **CONTROL PRONG:** An individual with significant responsibility for managing the legal entity customer (e.g., a Chief Executive Officer, Chief Financial Officer, Chief Operating Officer, Managing Member, General Partner, President, Vice President, or Treasurer); **and**
- ii. **OWNERSHIP PRONG:** Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation).

The number of individuals that satisfy this definition of "beneficial owner" may vary. Depending on the factual circumstances, up to four individuals (but as few as zero) may need to be identified under the Ownership Prong. Regardless of the number of individuals identified under the Ownership Prong, you must provide the identifying information of one individual under the Control Prong. It is possible that in some circumstances the same individual might be identified under both sections (e.g., the President of Acme, Inc. who also holds a 30% equity interest). Thus, a completed form will contain the identifying information of at least one individual (under the Control Prong), and up to five individuals (i.e., one individual under the Control Prong and four 25 percent equity holders under the Ownership Prong).

This form also requires you to provide a copy of an unexpired government issued identification (examples of acceptable ID types include U.S. driver's license, state identification card, passport, alien registration card, or firearm identification card issued by Massachusetts or Connecticut) for each beneficial owner.

If you have any questions or need assistance completing this form, please contact us at 413-267-4646.

Monson Savings
Your Bank Forever

II. CERTIFICATION OF BENEFICIAL OWNER(S)

Account Number(s):			
Bank employee: Scan to <u>each</u> account			

Legal Entity for Which Account is Being Opened	
Legal Entity Name:	Legal Entity Address:

Business/Organization Type	
Legal Entity Customers <input type="checkbox"/> General/Limited/Limited Liability Partnership <input type="checkbox"/> Limited Liability Company <input type="checkbox"/> Corporation <input type="checkbox"/> Business Trust created by a filing with a state office <input type="checkbox"/> Other Entity created by a filing with a state office <input type="checkbox"/> Non Profit Entity (Ownership Prong information not required)	Excluded Customers/Excluded Legal Entities <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Unincorporated Association <input type="checkbox"/> Financial Institution <input type="checkbox"/> Government/Municipal Department/Agency/Authority <input type="checkbox"/> Publicly Traded Company Listed on a Major Exchange <input type="checkbox"/> Subsidiary of Publicly Traded Company Listed on Major Exchange
Determination of Legal Entity Status	
<input type="checkbox"/> This is a Legal Entity Customer. <p style="text-align: center;">COMPLETE THIS FORM IN FULL.</p>	<input type="checkbox"/> Excluded customer/excluded legal entity. <p style="text-align: center;">NO FURTHER ACTION IS REQUIRED.</p>

Persons opening an account on behalf of a Legal Entity must provide the following information:

A. Natural Person Opening Account: Provide the name and title of the natural person opening the account.	
Name	Title

B. Beneficial Owner – CONTROL PRONG: Provide the following information for one individual with significant responsibility for managing the Legal Entity listed above, such as:					
<ul style="list-style-type: none"> An executive officer or senior manager (e.g., CEO, CFO, COO, Managing Member, General Partner, President, Vice President, Treasurer); OR Any other individual who regularly performs such functions. <p style="text-align: center;"><i>(If appropriate, an individual listed under the Ownership Prong section may also be listed in this section.)</i></p>					
Name	Date of Birth	Address (Residential or Business Street Address)	Social Security #	Title	Copy of ID Provided
					<input type="checkbox"/>

C. Beneficial Owner – OWNERSHIP PRONG: Provide the following information for each individual, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the Legal Entity.						
Not Applicable: No individual meets this definition because: <input type="checkbox"/> No individual owns 25% or more OR <input type="checkbox"/> This is a Non Profit Entity.						
Name	Date of Birth	Address (Residential or Business Street Address)	U.S. Persons: Social Security #	Non-U.S. Persons: Social Security #, Passport # and Country of Issuance*	% of Ownership	Copy of ID Provided
1						<input type="checkbox"/>
2						<input type="checkbox"/>
3						<input type="checkbox"/>
4						<input type="checkbox"/>

*In lieu of a passport number, Non-U.S. Persons may also provide a Social Security Number, an alien identification card number, or number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard.

Beneficial Owner Detail: If applicable, use this space to explain any layers of Beneficial Ownership. (For example, ABC Co. is 50% owned by 123 Corp. 123 Corp. is 50% owned by John Doe; therefore, John is a 25% Beneficial Owner of ABC Co.) _____

D. CERTIFICATION: I, _____ (name of natural person opening account), hereby certify, to the best of my knowledge, that the information provided above is complete and correct. I further agree to notify the financial institution of any change in beneficial ownership information during the period in which the account is outstanding.	
Signature:	Date: