



Opening & Documenting Business Relationships

~Including CDD Rules on Beneficial Ownership~

April 9, 2019 ▪ 9:00am - 4:00pm

The Bankers Center ▪ Baton Rouge, LA

This opening business relationships program will be updated with new customer due diligence rules for beneficial ownership. All worksheets will be updated, and the program will include a script for compliance in opening business accounts. From sole proprietors to corporations, learn how properly document business customers. This program will assist you in understanding the different types of businesses and the filing requirements for each type of business. You will be able to handle business accounts from opening to closing. Participants will review the proper handling of changing signatures on all types of business accounts plus the handling of checks with regards to these types of accounts.

Workshop Topics

- ◆ Sole Proprietor
- ◆ Partnerships - LLP, Ltd's, & General
- ◆ Non - Profit Organizations
- ◆ IOLTA
- ◆ Multi - tiered businesses
- ◆ Escrow Agency Accounts
- ◆ Public Funds
- ◆ Money Service Businesses
- ◆ Renewals
- ◆ Focused on Business Structures
- ◆ Required Paperwork for State of LA
- ◆ Completing Resolutions



Who Will Benefit

All customer service representatives, new accounts representatives, personal bankers, cashiers, branch managers, branch administrators, loan officers, loan assistants, training staff and others who manage or work the front line.

Workshop Instructor



Debbie Crawford is the President of gettechnical, Inc., a Baton Rouge-based firm, specializing in the education of banks and credit unions across the nation. Her 27+ years of banking and teaching experience began at Hibernia National Bank in New Orleans. She graduated from Louisiana State University with both her bachelor's and master's degrees. Deborah's specialty is in the deposit side of the financial institution where she teaches seminars on regulations, documentation, insurance and Individual Retirement Accounts.



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Registration Form

Registrant 1

Mr./Mrs./Ms. _____
 Bank _____
 Email Address _____
 Branch Street Address _____
 City, State, Zip _____
 Phone _____
 Fax _____

Registrant 2

Mr./Mrs./Ms. _____
 Bank _____
 Email Address _____
 Branch Street Address _____
 City, State, Zip _____
 Phone _____
 Fax _____

Payment Options

- Check (Made payable to Louisiana Bankers Association)
 Visa MasterCard American Express

Card Number _____ Expiration Date _____

Name on Card (please print) _____ Signature _____

Billing Address: _____ Amount to be charged on card \$ _____

Registration Fee
 \$250, per LBA member
 \$450, per nonmember

- I am unable to attend. Please send me _____ copies of the manual for:
 \$175 (LBA members)
 \$375 (non-members)
 (includes shipping and handling)

***Manuals will be shipped after the seminar.**

- This training will be covered under SBET (Small Business Employee Training Program). Please provide an email address on the line below to receive the necessary documentation for reimbursement:

***Please Note: Manual not eligible for SBET funding.**

Location

The Bankers Center
 5555 Bankers Avenue
 Baton Rouge, LA 70808
 225-387-3282

Agenda

8:45 a.m. Registration
 9:00 a.m. Program Begins
 12:00 p.m. Lunch
 4:00 p.m. Program Adjourns

Registration Fee

\$250, per LBA member
 \$450, per non-member

Submit registration and view rosters in the
 Education Section of LBA's Website, www.lba.org.

Cancellation Policy

Due to commitments we must make to secure a class, we need your help. If you must cancel your registration, please do so at least 3 business days prior to the seminar date to avoid a \$125 cancellation fee. Any registrant who does not cancel will be billed the full registration fee and sent the manual. Substitutions are welcome at no additional charge.

Hotel Information

Residence Inn by Marriott - Towne Center at Cedar Lodge
 7061 Commerce Circle, Baton Rouge, LA 70809
 For reservations, call **(225) 925-9100** and ask for the "Louisiana Bankers Association special room rate of \$127."

Candlewood Suites

5353 Bankers Avenue, Baton Rouge, LA 70808
 For reservations, call **(225) 925-3353** and ask for the "Louisiana Bankers Association special room rate of \$89 by mentioning the rate code **IX3UX**."