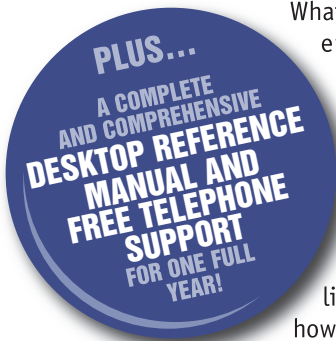


# 2013 KANSAS DEPOSIT DOCUMENTATION SEMINAR

RECEIVE SPECIAL PRICING AND SAVE ON EVERY ATTENDEE – SEE BELOW

*A full-day seminar on laws and regulations affecting financial institution deposits, with special emphasis on Kansas law.*



What is the difference between “joint with rights of survivorship” and “tenants in common”? What is a revocable living trust and how do we document it? Do we really need a corporate resolution? How do we open accounts for minors?

Have you or someone at your institution asked these questions and others like them? If so, don't miss this seminar.

The focus is on the day the account is opened. It provides hard to get state law requirements for ownership and documentation. Attendees learn the “why” behind standard operating procedures. The program also covers CIP procedures and IRS Reporting compliance issues.

The manual and the presentation suggest the procedures for standardizing the account opening process. The speaker uses “plain language” and “real-world” examples. Attendee participation is encouraged throughout the program.

## TOPICS

### Account Opening Procedures

- Customer Identification
- Verify Depositor Information
- Standardizing Procedures

### Taxpayer ID No. Documentation

- Obtaining the Appropriate TIN
- Required Certifications
- Nonresident Alien Requirements

### Account Titles

- Individual Accounts
- Single Party Account with Convenience or Authorized Signers
- Informal Trusts
- Uniform Transfers to Minors Act
- Minor Accounts
- Joint Accounts with Rights of Survivorship
- Joint Accounts without Rights of Survivorship
- Payable on Death Accounts

- Funeral Trust Accounts
- Estate Accounts
- Valid Trust
- Pension Plans
- Grantor Trust – Revocable Living Trusts
- Court Appointed Personal Fiduciaries
- Social Security or SSI Representative Payee
- Sole Proprietorships
- Partnerships
- Corporations
- Limited Liability Companies
- Lawyer's Trust Accounts
- Real Estate Trust Accounts
- Political Campaign Funds

### Proper Documentation

- Personal Accounts
- Business Accounts
- Fiduciary Accounts
- Organizational Accounts
- Powers of Attorney

### Handling Requests for Change

- Changes at Request of Customer
- Changes Due to Death
- Adding Owners
- Deleting Owners

## AGENDA

- 8:30 Registration**  
**9:00 Program**  
**12:00 Lunch**  
**4:00 Adjourn**

**Instructional Method Group-Live**

**All times are local at seminar site.**

## WHO SHOULD ATTEND

This is a comprehensive seminar developed for new accounts personnel, auditors, bookkeepers, operations officers and others who have responsibility for administering customer accounts. It is a fast-paced introduction for the new employee who needs an overview of deposit accounts and is designed to “tie everything together” for experienced personnel. No advance preparation is required. **Program Level: Basic**

## CANCELLATION POLICY

If you cancel at least seven days prior to the seminar date, we grant full refunds. If you cancel six days or less, there will be a cancellation fee of \$100 for each day of the seminar. Refunds will not be granted for “no-shows” or for cancellations received on the date of the seminar. Substitutions are welcome at any time. If PBS cancels a seminar for any reason, we will refund the entire registration fee and supply you with a complimentary copy of the manual.

## REGISTRATION FEES

Receive special pricing of **\$290 per attendee.**

Normal registration fee is \$335 per attendee, receive discounted pricing by: mail or fax using this form, online – enter code 2013CBK45, or give us the code by phone (800-523-4778).

*Includes lunch, coffee breaks and all course materials. Breakfast and parking are on your own.*

**Payment must accompany registration.**

## DATES & LOCATIONS

**August 14, 2013**

Hyatt Place Topeka  
 6021 SW Sixth Avenue  
 Topeka, KS 66615  
 785-273-0066

**August 15, 2013**

Hyatt Regency Wichita  
 400 W. Waterman  
 Wichita, KS 67202  
 316-293-1234

**The Speaker** Joequetta Jackson is a Consultant at PBS. Prior to joining the firm in 2004, Ms. Jackson served as a compliance examiner for the Federal Reserve Bank of Cleveland in the Cincinnati branch. While at the Federal Reserve, Ms. Jackson also served as a Consumer Complaint liaison between consumers and state member banks. Ms. Jackson is a 2002 graduate of the Louis D. Brandeis School of Law and is licensed to practice law in Kentucky.

**The Manual** The seminar manual is a comprehensive guide with detailed outlines and sample forms. It serves as a desktop reference for questions relating to the deposit function.

**Questions** Call 800-523-4778. For program questions, more information or refunds ask for ext. 205 or ext. 235. For administrative policies, such as complaint resolution, ask for ext. 237.

**Field of Study:** Specialized Knowledge and Applications

**Confirmations** You will receive a written confirmation of your seminar registration within ten days after we receive payment. If an e-mail address is provided, your confirmation will be sent via e-mail. Please make sure to add registrar@probank.com to your list of approved e-mail addresses.

**Suggested Dress** Meeting Room temperatures are often difficult to control. Please dress for comfort. Business casual dress is appropriate for all PBS seminars.

**Your Satisfaction Is Guaranteed.** You'll be satisfied – we guarantee it! Come and participate in the seminar until the morning break. If you don't think the seminar lives up to its promises, just turn your materials in at the registration table. We'll refund your registration fee...no questions asked!

**In-House Training** We can bring this seminar to your institution. Professional Bank Services, Inc. provides in-house training to financial institutions on a wide variety of topics. Call 800-523-4778, ext. 237.



Professional Bank Services, Inc., Louisville, KY, is registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: [www.learningmarket.org](http://www.learningmarket.org).

## ADDITIONAL SEMINAR INFO

Normal Registration fee is \$335, use code 2013CBK45 and receive a discount of \$45.

**CE CREDITS:**  
Eligible for 6.75 CSOP and 6.5 CPE credits.

**MAKE CHECK PAYABLE TO:**  
Professional Bank Services, Inc.

**MAIL TO:**  
Education Division  
Professional Bank Services, Inc.  
Suite 305  
6200 Dutchman's Lane  
Louisville, KY 40205-3309

**RECEIVE YOUR SPECIAL PRICING:**  
1. Mail or Fax – use this form  
2. Online – enter code 2013CBK45  
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**PHONE** 800-523-4778  
Ext. 205 or 235  
**WEB** [www.probank.com](http://www.probank.com)  
Enter Code:  
**2013CBK45**

## 2013 KANSAS DEPOSIT DOCUMENTATION SEMINAR COMMUNITY BANKERS ASSOCIATION OF KANSAS

### INSTITUTION INFORMATION

### ATTENDEE NAMES & EMAIL ADDRESSES

FINANCIAL INSTITUTION	ATTENDEE #1	EMAIL ADDRESS	\$290	
MAILING ADDRESS/PO BOX	ATTENDEE #2	EMAIL ADDRESS	\$290	
CITY	ATTENDEE #3	EMAIL ADDRESS	\$290	
STATE, ZIP	ATTENDEE #4	EMAIL ADDRESS	\$290	
ROUTING/MICR NUMBER	ATTENDEE #5	EMAIL ADDRESS	\$290	
TELEPHONE	FAX	ATTENDEE #6	EMAIL ADDRESS	\$290

I / WE WILL ATTEND THE SEMINAR IN \_\_\_\_\_ ON \_\_\_\_\_  
CITY PROGRAM DATE

TOTAL REGISTRATION FEES: \$ \_\_\_\_\_  
PAYMENT MUST ACCOMPANY REGISTRATION. THANK YOU.

### PAYMENT INFORMATION

PAYMENT BY CHECK ENCLOSED  CHARGE MY:  MASTERCARD  VISA  DISCOVER **PLEASE PRINT CLEARLY**

CARD NUMBER

EXP DATE

CVV (SECURITY CODE)

AUTHORIZED SIGNATURE

CARDHOLDER'S NAME

CARDHOLDER'S BILLING ADDRESS

CITY/STATE/ZIP