PROFESSIONAL BANK SERVICES IN CONJUNCTION WITH **COMMUNITY BANKERS ASSOCIATION OF KANSAS**

IS PLEASED TO OFFER THE MOST COMPREHENSIVE FULL-DAY SEMINAR

2014 KANSAS DEPOSIT DOCUMENTATION

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.

What You Will Learn

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

PLUS...
A COMPLETE AND COMPREHENSIVE
DESKTOP REFERENCE MANUAL AND FREE TELEPHONE SUPPORT
FOR ONE FULL YEAR!

Seminar Speakers

Joequetta Jackson is a Vice President 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.

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

Seminar Agenda

All times are local at seminar site.

Registration	8:30 am
Program	9:00 am - 4:00 pm
Lunch (included)	12:00 noon - 1:00 pm
Instructional Method	Group-Live

Dates & Locations

October 21, 2014
Hyatt Place Topeka
6021 SW Sixth Avenue
Topeka, KS 66615
785-273-0066

October 22, 2014
Doubletree Wichita Airport
2098 Airport Road
Wichita, KS 67209
316-945-5272

Seminar Fee Includes:

✓Lunch
✓Coffee Breaks
✓All Course Materials

Breakfast and parking are on your own.

Additional Information

The Manual Attendees receive a detailed seminar manual with narrative explanations of regulatory requirements and examination procedures. The manual is an excellent resource for future reference.

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

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.

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.

Questions? Call 800-523-4778 For program questions, more information or refunds, select ext. 205 or ext. 235. For administrative policies, such as complaint resolution, select ext. 222.

Please Note We reserve the right to change speakers or reschedule/cancel sessions when necessary.

Credit Hours Approved for 6.5 CPE Credits. Eligible for 6.75 CSOP Credits.

NATIONAL ASSOCIATION OF STATE BOARDS OF ACCOUNTANCY
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$355

2014 KANSAS DEPOSIT DOCUMENTATION SEMINAR - COMMUNITY BANKERS ASSOCIATION OF KANSAS

I/WE WILL ATTEND THE SEMINAR IN: ❑ October 21, 2014 Topeka, KS ❑October 22, 2014 Wichita, KS

INSTITUTION INFORMATION

FINANCIAL INSTITUTION

MAILING ADDRESS/PO BOX

CITY STATE ZIP CODE

TELEPHONE #

ROUTING/MICR #

Presented in 2014 by Professional Bank Services, Inc.

ATTENDEE NAMES & EMAIL ADDRESSES (Photocopy This Form As Necessary)

$355
ATTENDEE #1
E-MAIL ADDRESS

$355
ATTENDEE #2
E-MAIL ADDRESS

$355
ATTENDEE #3
E-MAIL ADDRESS

TOTAL REGISTRATION FEE ENCLOSED: $____________

PAYMENT INFORMATION

PAYMENT MUST ACCOMPANY REGISTRATION, THANK YOU.

❑**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**