

## New Account Documentation Requirements

<b>Account Classification</b>	<b>Type of application</b>	<b>Additional Documentation Requirements</b> ( <i>items in italics must be provided by the client</i> )
Individual	Individual & Joint	
Joint -Tenants w rights of survivorship -Tenants in Common -Tenants in Entirety -Community Property	Individual & Joint	
Transfer on Death TOD- Individual TOD- Joint Tenants with Rights of Survivorship TOD- Joint Tenants in Entirety	Individual & Joint	Transfer on Death (TOD) and Beneficiary Designation Form
Custodial UGMA UTMA	Individual & Joint	Custodial Supplement
Corporation Profit / Non-Profit	Entity	- Corporate Resolution Form (Including authorized officers) - Beneficial Owner Form - Proprietary Funds Representation and Indemnification - <i>Articles of Incorporation or Certificate of Incorporation</i>
Limited Liability Company	Entity	-LLC Resolution Form (Including authorized officers/members) - Beneficial Owner Form - Proprietary Funds Representation and Indemnification - <i>Articles of Organization or Certificate of Formation</i> - <i>Operating Agreement</i>
Partnership	Entity	-Partnership Resolution Form (Including authorized partners) - Beneficial Owner Form - Proprietary Funds Representation and Indemnification - <i>General Partnership: Partnership Agreement signed by all partners which must specify those partners authorized to execute transactions on behalf of the partnership.</i> - <i>Partnership Certificate</i> * <i>If it is a Limited Partnership: Limited Partnership Agreement and Certificate of Limited Partnership</i>
Unincorporated Association	Entity	- Unincorporated Association Resolution (Including authorized Individuals) - Beneficial Owner Form - Proprietary Funds Representation and Indemnification - <i>Unincorporated Association Agreement</i>
Trust Under Agreement -Revocable Living -Irrevocable Living	Entity	- Living Trust (Grantor same as trustee): Trustee Certification (Trust Under Agreement) only - Domestic Living Trust: Trustee Certification (Trust

		Under Agreement), <i>copy of the Title page, Trustee powers and Signature sections of the Trust Agreement</i> - Foreign Trust: the Trustee Certification (Trust Under Agreement), <i>Trust Agreement and all Amendments</i>
Trust Under Will	Entity	-Trustee Certification (Trust Under Will) form signed and notarized by all trustees - <i>Copy of the will</i> - <i>Copy of the death certificate</i>
Estate -Administrator -Executor -Personal Representative	Entity	- <i>Copy of the will</i> - <i>Certified court issued document appointing executor, administrator or personal representative. (Letters Testamentary, Letters of Administration, etc.)</i> - <i>Copy of the death certificate</i> -Affidavit of Domicile
-Traditional IRA -Roth IRA -Sep IRA	Individual Retirement Accounts	- Equity Trust/Millennium Custodial Agreement and Disclosure Statement -IRA Distribution Form (if applicable) -IRA Transfer Form (if applicable) -5305 form (SEP IRA's only)
Retirement – Non Vision Custodian - IRA	Entity (Countersigned by the custodian)	- Trustee Certification (to be completed by the custodian)