CUSTODY
A DIVISION OF COMMUNITY NATIONAL BANK

EASY STEPS TO A NON-QUALIFIED ACCOUNT

EASY STEPS TO AN ACCOUNT WITH COMMUNITY NATIONAL BANK

1. COMPLETE THE NON-QUALIFIED ACCOUNT APPLICATION

- Both the representative and Account Owner signatures are required on the Application
- Give the required disclosures included with the Application to the Account Owner

2. VARIES DEPENDING ON THE TYPE OF TRANSACTION

Are you going to be…

- Transferring cash from another account?
  - Complete the Transfer Request Form
  - Attach a current statement from the existing account

- Transferring an investment from another account?
  - Complete the Transfer Request Form
  - Attach a current statement from the existing account

- Depositing Funds?
  - Make checks payable to Community National Bank

3. FEE PAYMENT

- Enclose a check made payable to Community National Bank for the set up fee and base fee *or* transfer in extra cash to cover the set up fee and base fee

4. COMPLETE THE INVESTMENT AUTHORIZATION FORM

- Indicate the investment name and dollar amount
- Client signatures are required for all non-publicly traded investments

5. COMPLETE THE SUBSCRIPTION DOCUMENT IN THE NAME OF THE ACCOUNT

- Standard registration format:
  - Community National Bank, CUST
    FBO: Account Owner, Account #
    225 Main Street – PO Box 225
    Seneca, KS 66538
    Tax ID #48-0976372
- Send the completed subscription to CNB, not the investment company

All required forms are available on our website, www.cnbcustody.com, or by contacting our office. Send all completed, original documents to CNB at the above address. If your back office needs to review the documents first please instruct them to forward to CNB after approval. If you have any questions, contact Community National Bank at (800)680-0340 and our personnel will be happy to assist you.