



Platinum Federal Credit Union MSB Account Checklist

Below you will find a list of the items we need added/updated annually to your file in order to consider your account file up-to-date.

- List of **all** business locations with DBA names and physical addresses.
- List of **all** owners of the business.
- List other banking relationships and account types.
- Any changes in business ownership and/or authorized signers.
- List of **all** employees.
- List of all financial products and/or services.
- List of projected account volumes for next 12 months.
 - Such as monthly check deposit amounts, monthly cash withdrawals etc.
- List of any new or discontinued financial products and/or services.
- Current Business License (Name on license must match account name with PFCU)
- Current FinCEN MSB Registration
- Current Georgia State MSB Check Cashers License
- MSB Written Compliance Program Including Risk Assessment
- Check Cashing Procedures
 - Must include check cashing limits.
- Name of Designated Compliance Officer & Qualifications
 - Please provide documents evidencing the qualifications and/or training of the Compliance Officer.
- Any change in compliance officer position.
- Documentation of Employee Training With Training Materials
- Copy of Independent BSA/AML Review
 - Include corrective actions taken to resolve any findings.
 - Independent BSA/AML review **cannot** be done by the Compliance Officer. Include documentation of reviewer qualifications and/or training.
- Copy of all Agent Licenses & Agreements
 - Such as money order, money transfer, ATM, stored-value cards, and Georgia lottery.
- Signed MSB Duty to Inform
- Copies of IRS and/or State examinations
 - Include corrective actions taken to resolve any findings.