



Opening New Accounts: Documentation and Compliance

April 22, 2026 – Holiday Inn, Fargo
April 23, 2026 – Holiday Inn, Bismarck

About the Program

Managing risk is the #1 priority for all banks and it starts at the new account desk. Well-trained new account personnel and universal bankers who recognize and stop attempted dishonest activity are the first line of defense in protecting a bank from fraud. Unfortunately, too often new account personnel are trained on the job, which results in an environment of potential vulnerability and unnecessary losses. This workshop teaches important new account opening procedures and compliance requirements focusing on vital information for every type of new account.



The manual is **customized to North Dakota law** and is known as the technical reference handbook for new account departments.

Who Should Attend?

Customer contact personnel, supervisors, and officers whose responsibilities include opening or managing new accounts. 85% of the information also impacts lending.

Locations & Lodging

Room blocks have been reserved. Ask for "NDBA."

Holiday Inn of Fargo

3803 13th Ave S, Fargo ND 58103

Room rate: \$119 Reserve by: March 22

Phone: 701.282.2700, Opt. 0 Reserve online: [NDBA Meeting](#)

Holiday Inn Bismarck

3903 State Street, Bismarck ND 58503

Room rate: \$129 Reserve by: March 22

Phone: 701.214.9421 Reserve online: [NDBA Room Block](#)

What You Will Learn

- Six compliance requirements for opening any new account
- Understanding signature card and account agreement contracts if a bank is sued or if a signer/owner passes away
- Business accounts: when to use an EIN and when to use an SSN
- Proper SOS and in-house account documentation and resolutions: sole proprietorships, married couple sole proprietorships, general and limited partnerships, LLC, LLP, LLLP, corporations, escrow accounts, nonprofit associations and charitable organizations, IOLTA accounts and public or governmental units
- How to document an LLC when a revocable trust owns it
- Opening personal accounts: individual, joint with rights of survivorship, tenants-in-common without rights of survivorship
- Adding authorized signers to personal or business accounts
- Access to a personal or business account when an owner or signer passes away
- Power of Attorney – In-house vs. out-of-house, ND Statutory POA
- Trust accounts – Formal vs. informal, revocable or irrevocable, living trusts, testamentary trusts, info needed for every trust
- Payable on Death, In Trust For "ITF"
- Opening accounts for minors
- Court-ordered accounts: estate, guardianship & conservatorship

Schedule

8:00-8:30 am	Registration & Continental Breakfast
8:30 am – Noon	Program
12:00-12:45 pm	NDBA Hosted Lunch
12:45-4:00 pm	Program

Note: Please bring a copy of your bank's account agreements, resolutions, and signature cards

NDBA Registration | Opening New Accounts: April 22 & 23, 2026

Registration: Members: \$275/person

Nonmembers: \$395/person

After April 1, add \$25/person

Bank: _____

Contact Person: _____ Address: _____

City: _____ State _____ Zip _____

Registrants

Seminar Location:

1. Name: _____ ☐ Fargo 4/22
Branch: _____ Email: _____ ☐ Bismarck 4/23
2. Name: _____ ☐ Fargo 4/22
Branch: _____ Email: _____ ☐ Bismarck 4/23
3. Name: _____ ☐ Fargo 4/22
Branch: _____ Email: _____ ☐ Bismarck 4/23

Send to North Dakota Bankers Association

Email: ndba@ndba.com

or Mail: PO Box 1438, Bismarck ND 58502

Total due: \$ _____

- ☐ Check will be sent.
- ☐ Please send an invoice.
- ☐ I'd like to pay by credit card. (NDBA will call.)

Questions? Call NDBA at 701.223.5303 or visit www.ndba.com.

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The Presenter



Matthew Dickinson has 20+ years' experience in banking and has held many titles during his career. On a day-to-day basis, Matt helps bankers gain and maintain their knowledge base. He works at a fast pace and wins clients over by how he operates — focusing on the consequences of not moving from the status quo. Matt looks to create lifelong relationships with his clients.

Program Highlights

- Six compliance requirements for opening any new account
- Understanding signature card and account agreement contracts if a bank is sued or if a signer/owner passes away
- Business accounts: when to use an EIN and when to use an SSN
- Proper SOS and in-house account documentation and resolutions: sole proprietorships, married couple sole proprietorships, general and limited partnerships, LLC, LLP, LLLP, corporations, escrow accounts, nonprofit associations and charitable organizations, IOLTA accounts and public or governmental units
- How to document an LLC when a revocable trust owns it
- Opening personal accounts: individual, joint with rights of survivorship, tenants-in-common without rights of survivorship
- Adding authorized signers to personal or business accounts
- Access to a personal or business account when an owner or signer passes away
- Power of Attorney – In-house vs. out-of-house form, ND Statutory POA
- Trust accounts – Formal vs. informal, revocable or irrevocable, living trusts, testamentary trusts, and six pieces of information needed for every trust
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Tax Disclaimer

The cost for all meals and breaks at this seminar is \$47. This information is provided for your tax records, in keeping with the IRS 50% deductible provision under Section 274(n) of the Internal Revenue Code.

Refund Policy

Refund less \$25 will be made if requested one week prior to seminar date. Substitutions allowed any time.

Seminar Confirmation

Please save a copy of this flyer as your confirmation.

