



State of Washington

DEPARTMENT OF FINANCIAL INSTITUTIONS DIVISION OF BANKS

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TRUST COMPANY BIOGRAPHICAL AND FINANCIAL REPORT

BACKGROUND AND INSTRUCTIONS:

Under RCW 30B.08.040, a proposed director, officer, manager, managing participant, or principal shareholder of a State Chartered Trust Company is required to provide a Biographical and Financial Report to the Washington State Department of Financial Institutions (DFI). The DFI will review the identity and character of such person making an application and will make a determination before approving such appointment or position.

Use of this report format is *not* mandatory. For example, submitting a CV or Resume and a balance sheet and income statement, answering the questions on pages 5-7, and signing the certification allowing DFI to run a background report may be sufficient.

Unless the Director consents in writing, under RCW 30B.12.020, if any of the following pertains to you, you may not serve as a director of a state-chartered trust institution:

- If you have been convicted of a felony;
- If you have violated a provision of Washington state law relating to the loaning of trust funds and purchase or sale of trust property by the trustee;
- If you or a company controlled by you incurred an unreimbursed loss attributable to a charge-off loan obligation, or a judgment is held against you or a company controlled by you, or a loan to you or a company controlled by you at the time of the funding and at the time of default gave rise to the charge-off obligation or judgment.

Each individual must report promptly any material change in the biographical report or financial condition that occurs during the review period after filing. For additional information regarding the processing procedures and guidelines and any supplemental information that may be required, contact DFI at (360) 902-8704 or banks@dfi.wa.gov.

CONFIDENTIALITY:

Pursuant to RCW 30A.04.075, all examination reports and all information obtained by the DFI director and DFI staff in conducting examinations of trust companies, and information obtained from other state or federal bank regulatory authorities with whom the director has entered into agreements pursuant to RCW [30A.04.060](#)(6), and information obtained by the director and the director's staff relating to examination and supervision of bank holding companies owning a bank in this state or subsidiaries of such holding companies, is confidential and privileged information, and shall not be made public or otherwise disclosed to any person, firm, corporation, agency, association, governmental body, or other entity.

Pursuant to RCW 30B.08.040, the Financial Statement of a proposed officer, director, manager or managing participant is confidential and not subject to public disclosure.

DEFINITIONS USED IN THIS REPORT:

Associated - Associated as an officer, director, organizer, partner, trustee, or principal shareholder or owner.

Company – Any corporation, association, partnership, limited liability company, business trust, sole proprietorship, joint venture, depository or non-depository institution, or other similar organization.

Principal shareholder or owner – A person who directly or indirectly owns, controls, or holds (either individually or as a member of a group) the power to vote 10 percent or more of any class of voting securities or other voting equity interest of the entity.

TRUST COMPANY BIOGRAPHICAL AND FINANCIAL REPORT

This report is filed with respect to _____

BIOGRAPHICAL REPORT

1. Personal Information

Name (Last, First, Middle): _____

Residence (Street Address): _____

City: _____ State: _____ Zip Code: _____ Country: _____

a. If at residence less than five years, list addresses and dates occupied for past five years.

Date(s)	Number and Street	City	State	Zip code	Country

If you need more space, please provide additional information on separate sheet.

b. List all states and countries you have resided during your lifetime.

c. Date of Birth: Month: _____ Day: _____ Year: _____

d. Place of Birth: City: _____ State: _____ Country: _____

e. United States Social Security Number: _____

f. Citizenship: Country: _____ Date if Naturalized: _____

g. If not a United States Citizen, provide:

Passport Number: _____

Home Country Identification Number: _____

Immigration File Number: _____

Father's Full Name: _____

Mother's Full Name, including Maiden Name: _____

- h. Contact Info (where you may be reached during business hours and an e-mail address):
Phone Number (include Country Code if outside U.S.): _____
Fax Number: _____
E-mail Address: _____
- i. List other names you used and the period of time you used them (for example, your maiden name, name by a former marriage, former name, alias, or nickname).

2. Employment Record

- a. List employment in reverse chronological order for the last five years. The list should include the beginning and ending dates of employment, the employer's name and location (city, state), nature of business, title or position, nature of duties, and reason for leaving.
- b. Have you ever been dismissed or asked to resign from any past employment, including a less than honorable discharge from military service? Yes No

If "yes," provide the employer's name, address, and telephone number; title or position; date of discharge; and explanation.

3. Education and Professional Credentials

- a. List each diploma or degree from high schools, colleges, universities, or other schools.

<u>School Name/Location</u>	<u>From</u>	<u>To</u>	<u>Degree</u>

- b. List each professional license or similar certificate you now hold or have held (for example, Attorney, Physicians, CPA, FINRA, or SEC registration).

<u>License Issuing Authority</u>	<u>Date</u>	<u>Status</u>	<u>Expiration Date</u>

4. Business and Banking Affiliations

- a. List any company with which you are associated, providing the company name, location, nature or type of business, position held or relationship to the company, ownership percentage, and beginning date of the relationship.

- b. List the name of any depository institution or depository institution holding company with which you are or were associated. Also list the location, nature of banking activity, position held or relationship, ownership percentage, and beginning and ending dates of the relationship.

5. Legal and Related Matters

- a. Have you been involved where an application or filing was denied, disapproved, withdrawn, or otherwise returned without favorable action by a federal or state regulatory authority or a self-regulatory organization? Yes No
- b. Have you or any company with which you are or were associated been subject to any supervisory agreement, enforcement action, civil money penalty, prohibition or removal order, or other supervisory or administrative action taken or imposed by any federal or state regulatory authority or other governmental entity? Yes No
- c. Have you or any company with which you are or were associated:
1. Filed a petition under any chapter of the Bankruptcy Code or had an involuntary bankruptcy petition filed against you or the company? Yes No
 2. Defaulted on a loan or financial obligation of any sort, whether as obligor, cosigner, or guarantor? Yes No
 3. Forfeited property in full or partial satisfaction of any financial obligation?
Yes No
 4. Had a lien placed against property for failure to pay taxes or other debts?
Yes No
 5. Had wages or income garnished for any reason? Yes No
 6. Failed or refused to pay any outstanding judgments? Yes No
- d. Have you or any company with which you are or were associated been involved in any lawsuit, formal or informal investigation, examination, or administrative proceeding that may result in, or resulted in, any penalty (including, but not limited to, any sanction, fine, order to pay damages, loss of right or benefit, forfeiture of property interest, or revocation of license), agreement, undertaking, consent, judgment, or order imposed by or entered into with any of the following entities:
1. Any federal or state court? Yes No
 2. Any department, agency or commission of the United States government?
Yes No
 3. Any state, municipal, or foreign governmental entity? Yes No
 4. Any self-regulatory organization (for example, FINRA, FASB, state bar)?
Yes No

- e. Have you or any company with which you are or were associated been arrested for, charged with, indicted for, or convicted of (including a conviction where the record was expunged), or ever pleaded *nolo contendere* to, any criminal matter (other than minor traffic violations)? Yes No

If you answered “yes” to any question in 5(a) through 5(d), provide your explanation by identifying the number of the question, describing the situation in detail, and, where relevant, including the following:

1. Name and location of any institution, company, party, court, regulatory agency, or self-regulatory organization involved.
2. Nature of your association with any institution or company (for example, officer, director, organizer, principal shareholder, or owner).
3. Type of any application, notice or other regulatory or administrative request.
4. Nature of any supervisory, enforcement, or administrative action.
5. Direct and indirect debt terms, defaulted amount, and creditor regarding any financial obligation.
6. Date of any relevant event.
7. Nature of any lawsuit charge or proceeding.
8. Jurisdiction in which any legal proceeding occurred.
9. Resolution order disposition of the matter.

6. Additional Information

Present any other information you believe is important to evaluate your filing. If you are involved in the organization of a new company, discuss your specific role.

FINANCIAL REPORT

Financial Statement as of _____, _____

Assets		Liabilities and Net Worth	
Cash on hand and in depository institutions	\$	Accounts payable	\$
Marketable securities (Schedule A)	\$	Notes payable and other loans (schedule F)	\$
Notes receivable (Schedule B)	\$	Real estate mortgages (Schedule C)	\$
Real estate (Schedule C)	\$	Other liabilities (Schedule G)	\$
Proprietary interests and other securities (Schedule D)	\$	TOTAL LIABILITIES	\$
Retirement funds and other assets (Schedule E)	\$	Net worth (Total assets less total liabilities)	\$
TOTAL ASSETS	\$	TOTAL LIABILITIES AND NET WORTH	\$

CONTINGENT LIABILITIES

In addition to the liabilities on the Financial Statement, have you endorsed, guaranteed, or become otherwise indirectly or contingently liable for the debts of others or through a pending lawsuit? Yes No

If “yes,” complete the following:

Name and Address of Debtor or Obligor	Name and Address of Creditor or Obligee	Description of Value of Collateral	Due Date	Current Amount
				\$
Total				\$

SUPPORTING SCHEDULES

Schedules must agree in total with the appropriate item contained in the Financial Statement on page 8 of this report.

Schedule A – Marketable Securities

Indicate all debt and equity securities listed on an exchange or otherwise regularly traded in an open market. Separate debt and equity securities. Securities of closely held corporations should be listed on Schedule D – Proprietary Interest. The description should include the name of the issuer, the principal amount or number of shares held, and the interest rate, if applicable. Small holdings may be aggregated and shown as “other” provided that they account for no more than 10 percent of marketable securities.

Description	Market Value
	\$
TOTAL	\$

Schedule B – Notes Receivable

The description should include the name of the obligor, the note’s maturity and the terms of repayment, and a description of any collateral. If the note is payable to you and others jointly, indicate only your beneficial interest under Current Balance.

Description	Current Balance
	\$
TOTAL	\$

Schedule C – Real Estate and Related Loans

List all real estate in which you hold a beneficial interest. Submit year-end financial statements, including profit and loss statements, for the last two years for each investment (exclude residence) in which you have an interest equal to 10 percent or more of your net worth. Also submit a cash flow statement on any investment property valued at 10 percent or more of net worth.

Description and location (City and State)	Owner of Property	Percent Ownership	Mortgage Holder	Maturity Date	Current Market Value *	Current Balance**
					\$	\$
TOTAL					\$	\$

* Carry TOTAL forward to Assets – Real estate

** Carry Total forward to Liabilities – Real estate mortgages

Schedule D – Proprietary Interests and Other Securities

List all companies, the shares of which are not listed on a security exchange or otherwise regularly traded, in which you hold a beneficial interest. *(Submit year-end financial statements, including profit and loss and cash flow statements, for the last two years for each business interest in which you have an interest equal to 10 percent or more of your net worth).*

Name and Address of Company	Legal Form of Company	Nature of Business	Percent Ownership	Current Value
				\$
TOTAL				\$

Schedule E – Other Assets

Include retirement funds (for example, 401K, IRA, Keogh), accounts receivable, merchandise and inventory at lower of cost or market value, machinery and equipment (less depreciation), and life insurance at its cash surrender value.

Description	Basis for Valuation	Current Value
		\$
TOTAL		\$

Schedule F – Notes Payable and Other Loans

Indicate all loans or notes payable, including loans on life insurance and retirement funds (but not real estate mortgages listed in Schedule C). Loan origination information must include the original date, loan amount, and co-makers, if any, and their percent obligation. Small obligation may be aggregated and shown as “other,” provided that they account for no more than 20 percent of other loans and notes payable. Indicate any debt that is contractually delinquent by an asterisk next to the current balance.

Name and Address of Creditor	Loan Origination Information (date, amount, co-makers, % obligations)	Description and Value of Collateral	Maturity Date	Current Balance
				\$
TOTAL				\$

Schedule G – Other Liabilities

Include interest and taxes due and unpaid, other debts accrued, and other liabilities

Payable To	Description	Maturity Date	Current Balance
			\$
TOTAL			\$

CASH FLOW STATEMENT*

Sources of Cash	20__	20__	Projected Current Year 20__	Projected Next Year 20__
Salaries, wages, commissions, and other employment income	\$	\$	\$	\$
Rents, royalties, and investments				
Income from dividends and interest				
Income and other distributions from partnerships				
Other sources**				
Total cash received				
Uses of Cash				
Personal living expenses (rent, household)				
Fixed obligations***				
Income taxes				
Capital contributions to partnerships				
Other uses**				
Total cash outlay				
NET CASH FLOW (deficit)	\$	\$	\$	\$

* Discuss any significant changes on a separate page.

** Itemize on a separate page any items amounting to 10 percent or more of total cash received or total cash outlay.

*** Fixed obligations include debt service on all loans and any budgeted capital improvement expenditures for real estate investments. Any loan proceeds or debt service related to this transaction should be included in projections for other sources or uses.

PRIVACY ACT NOTICE

Pursuant to RCW 30B.04.080, the Financial Statement of a proposed officer, director, manager, or managing participant is confidential and not subject to public disclosure. Protected information may be disclosed in extremely limited circumstances including criminal investigations, federal investigations, or other regulatory agencies that the DFI has entered into sharing agreements with under RCW 30A.04.075.

The solicitation and collection of this information, including a Social Security Number, is authorized by those statutes that require DFI to determine the competence, experience, integrity, and financial ability of individuals proposing to serve a regulated financial institution in an official capacity. Those statutes include: RCW 30B.08.030, 30B.08.040, RCW 30B.10.005, RCW 30B.10.110, as well as certain provisions of the Fair Credit Reporting Act (15 U.S.C. § 1681b).

Providing the requested information, including a Social Security Number, is voluntary. However, the failure to provide any requested information may result in denial, disapproval, or delay in the processing of an application or notice.

CERTIFICATION

NOTE: If a joint financial statement is being submitted, both parties should complete the "Certification."

I understand and consent to DFI’s checks into my background, experience, credit history, and related matters in conjunction with my application for filing. I certify that the information contained in the biographical report and financial report, including all attachments, have been carefully examined by me and are true, correct, and complete. I acknowledge that any misrepresentation or omission of a material fact constitutes fraud in the inducement and may subject me to legal sanctions provided under Chapter 9A.60 RCW.

Signature: _____

Print or Type name: _____

Title: _____

_ Signed this _____ day of _____, _____

Signature: _____

Print or Type name: _____

Relationship: _____

Signed this _____ day of _____, _____