



## Privately Owned Automated Teller Machine (ATM) Questionnaire

(Complete separate form for each ATM)

Name of Business:	
EIN/TIN:	
Physical Address:	
Contact Person:	

### **Ownership and Processing Information:**

Address of ATM:	Type of Location*	Type of ATM:	Date of Installation:

(\* i.e. grocery store, restaurant, barber shop, etc.)

1. Does someone other than your business own or lease the ATM? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, who owns: \_\_\_\_\_
  - a. Where is the entity that owns the ATM(s) located? \_\_\_\_\_
  - b. Type or nature of the business? \_\_\_\_\_  
*(Please provide a copy of the lease agreement/contract)*
2. Does the ATM machine have previous owners? Yes \_\_\_\_\_ No \_\_\_\_\_  
If, yes, who previously owned it: \_\_\_\_\_  
*(Please provide a copy of the sales agreement)*
3. Is your ATM subcontracted from a 3<sup>rd</sup> and/or 4<sup>th</sup> party? Yes \_\_\_\_\_ No \_\_\_\_\_  
*(Please provide a copy of all lease agreements)*
4. Who is the provider of the customer's ATM transactions network? \_\_\_\_\_  
*(Please provide a copy of the contract)*

### **Currency Servicing Arrangements:**

Remember that, as a service, Members 1<sup>st</sup> does not provide cash for businesses to maintain their ATM(s).

1. How is the cash replenished? \_\_\_\_\_  
(i.e. store proceeds, armored car, or account withdrawals)  
*(If by armored car, provide a copy of the ATM servicing contract)*
2. How much cash being put into the ATM each time it is replenished? \_\_\_\_\_
3. What is the frequency of cash replenishment? \_\_\_\_\_

4. What is the expected daily withdrawal activity for the ATM? \_\_\_\_\_  
(Please provide copies of past 3 months bank statements and/or ATM provider statements)
5. Does the ATM dispense only currency? Yes \_\_\_\_\_ No \_\_\_\_\_  
If no, what other items does it dispense \_\_\_\_\_
6. Does the ATM dispense a receipt for all transactions? Yes \_\_\_\_\_ No \_\_\_\_\_
7. How much cash does the ATM hold? \_\_\_\_\_

Provide the required documents:

- ISO Agreement, if applicable
- Purchase or Sales Agreement, if applicable
- Lease Agreement, if applicable
- Third Party Service Agreements
- ATM Provider Contract (i.e. ATM transaction processor)
- ATM Servicer Contract (i.e. Armored Car Agreement)
- Prior 3 months Bank Statements showing ATM activity or ATM provider statements

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form, along with supporting documentation must be sent to the Due Diligence Administrator in the AML department.

Received: \_\_\_\_\_ Reviewed: \_\_\_\_\_