

Commercial Customer Service 5065 Wooster Rd

Cincinnati, OH 45226

Telephone: 800-377-3053

Fax: 866-206-4145

January 11, 2023

Dear Airlines Clearing House Participant:

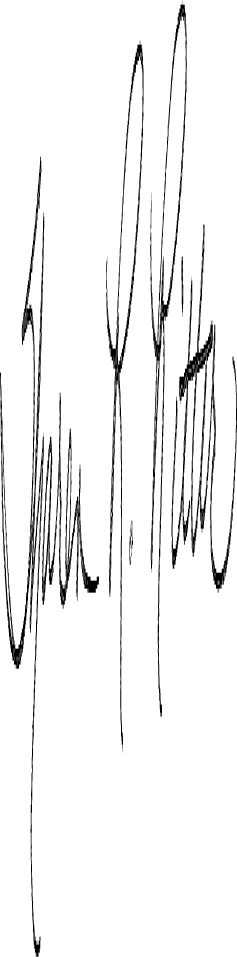
As you know, Airlines Clearing House and U.S. Bank have formed a strategic partnership to make your banking cost effective and efficient. Welcome and we thank you for your relationship with

U.S. Bank!

Commercial Customer Service (CCS) department is eager to be your first point of contact for your new account. We promise easy access, same day response, and quality customer service. Upon completion of your application and receipt of all required documents, your designated “Business Customer Account Contact Representatives” will be contacted to finalize the account opening. At that time, you will be provided with the U.S. Bank ABA number and your account number. You are then requested to deposit $1,000.

Shortly after your account is opened, your designated “SinglePoint System Administrator” will be contacted to arrange for SinglePoint information reporting and funds transfer training.

Enclosed, please find our New Account Package together with a Business Customer Account Information form for your completion. Our Commercial Customer Service (CCS) team is available to answer questions regarding completion of the forms.

We thank you for your business and look forward to US serving you! Sincerely,

Sharen R. Ritter Vice President



**New Account Packet**

Your New Account Packet contains:

1. **Business Customer Account Information Document** – basic information needed for your

Airlines Clearing House, PFC and ARC settlement account set up including Know Your Customer requirements.

1. **Master Service Agreement (MSA) with instructions** – The MSA encompasses your Depository Account and Treasury Management authorized signers.
2. **Appendix A with instructions** – The Appendix A is used to authorize Account Signers for your Depository Account
3. **Appendix B with instructions** – The Appendix B is used to authorize Treasury Management Signers.
4. **SinglePoint System Administrator Authorization Form with instructions** – This form is

used to authorize System Administrators on our Information Reporting Platform.

1. **Wire Transfer Authorization Form with instructions** – This form is used to set up Wire Transfer Initiators and Confirmers. **Note:** Once the account is opened, we will need you to add the account number to the form and return with your initials to confirm.

**Note: This is a Word Forms document and data can be entered using Microsoft Word**

**In addition to the above document, please provide:**

**In addition to the above documents, please provide copies of the following:**

W-9 Form–Taxpayer Identification Number Certification (obtained at [www.irs.gov](http://www.irs.gov/) )

Copy of your authenticated (business entity) formation documents or state-issued business license (i.e. articles of incorporation)

Copy of Owner/Authorized Signers/Officer Verification documents – i.e. Driver’s License or Passport

**If you need assistance in completing the banking forms, please contact:**

**U. S. Bank, N.A.**

**Commercial Customer Service Phone: 800-377-3053**

**email:** [**CCSCincinnati1@usbank.com**](mailto:CCSCincinnati1@usbank.com) **Monday – Friday 8:00 am – 5:00 pm ET**

**Before mailing, please make certain that you have done the following:**

* + Printed or typed all responses legibly and in ink
  + Signed each document where indicated
  + Completed each section of required information, especially as related to the MSA

**Upon completion, please forward all documents to:**

**U. S. Bank, N.A.**

**Commercial Customer Service CN-OH-L2CS**

**5065 Wooster Pike**

**Cincinnati, OH 45226**