

THE 'HOW-TO' ACCOUNT OPENING LEGAL WORKSHOPS

REGISTER AND PAY
EARLY AND SAVE!!!

APPLY FOR
FUNDING
THROUGH THE
CANADA-ONTARIO
JOB GRANT
PROGRAM



Opening accounts, including taking member identification is a daily activity at every credit union. Providing specialized training for employees completing this important task is a key to successful account opening procedures. You can build confidence by increasing knowledge and skills. Our expert instructor teaches the importance of each type of account, what is unique about it and how to properly complete the forms and documents using best practice guidelines. More importantly, our instructor will walk participants through the pitfalls and legal issues that can occur when the forms and documents are not completed correctly. We will also focus on the negative impact errors can have on the member and the credit union. Anti-Money Laundering related topics are covered in these workshops.

FACILITATOR – PENNY LYNN RINTOUL LL.B., M.B.A.



**TRUST
ACCOUNTS**



**OPENING PERSONAL
ACCOUNTS**



**FORMS OF BUSINESS
ORGANIZATION & OPENING
BUSINESS ACCOUNTS**



**MANAGEMENT OF
INCOMPETENT & DECEASED
MEMBER'S ACCOUNTS**

SEPTEMBER 13TH & 14TH, 2017 • HILTON GARDEN INN TORONTO AIRPORT WEST, MISSISSAUGA, ON



levelfive.ca

THE ‘HOW-TO’ ACCOUNT OPENING LEGAL WORKSHOPS



TRUST ACCOUNTS

Wednesday, September 13th • 9:00 am to 12:30 pm

This workshop includes:

- What is a trust account
- Types of trust accounts and examples of each
- Powers and duties of trustees
- Rights of beneficiaries
- Income tax implications
- Implications of all beneficiaries attaining the age of majority
- Advantages and disadvantages of trusts
- Credit Union responsibilities
- Documentation
- Deposit insurance
- Money-laundering requirements



OPENING PERSONAL ACCOUNTS

Wednesday, September 13th • 1:30 pm to 5:00 pm

This workshop includes:

- Individual personal accounts
- Joint personal accounts, both as joint tenants and as tenants in common
- Trust Accounts – internal and documented
- Representative accounts opened under a power of attorney or a statutory guardianship order
- Money-laundering issues



FORMS OF BUSINESS ORGANIZATION & OPENING BUSINESS ACCOUNTS

Thursday, September 14th • 9:00 am to 12:30 pm

This workshop includes:

- Forms of business organization, including sole proprietorship, various types of partnerships, various types of corporations, trusts, and unincorporated association
- Opening accounts for each form of business organization, including sample completed documentation and a discussion about money-laundering requirements
- Special accounts – municipalities and school boards,
- First Nation bands and condominiums



MANAGEMENT OF INCOMPETENT & DECEASED MEMBER'S ACCOUNTS

Thursday, September 14th • 1:30 pm to 5:00 pm

This workshop includes:

- Power of Attorney
- Statutory Guardianship
- The Estate with and without a will
- How an Estate is administered
- How deposits are handled upon death
- How loans and mortgages are handled upon death
- How funds are distributed to those entitled to them
- Money-laundering issues

LOCATION:

Hilton Garden Inn Toronto Airport West Hotel

1870 Matheson Blvd., Mississauga, ON L4W 0B3

Telephone: 905-361-6300

DATE:

September 13th and 14th, 2017

EARLY REGISTRATION FEE PER SESSION:

Early Registration Deadline - Friday, August 25th, 2017

\$595.00 + HST = \$672.35

REGULAR REGISTRATION FEE PER SESSION:

\$695.00 + HST = \$785.35

FEE INCLUDES:

Training Material, Break Refreshments

TO REGISTER:

Return the completed form via email to:

Candis Mirtl cmirtl@levelfive.ca to guarantee your spot!

Level Five Strategic Partners Inc.

Suite 308, 9-6975 Meadowvale Town Centre Circle

Mississauga, ON L5N 2V7 • Telephone: 905-602-0644

THE ‘HOW-TO’ ACCOUNT OPENING LEGAL WORKSHOPS - REGISTRATION FORM

Name: _____

Credit Union: _____

Address: _____

_____ Postal Code: _____

Telephone: _____ Fax: _____

Email: _____

I will be attending session/s:

- ☐ Wed. Sept 13th – Trust Accounts
- ☐ Wed. Sept 13th – Opening Personal Accounts
- ☐ Thur. Sept 14th – Forms of Business Organization & Opening Business Accounts
- ☐ Thur. Sept 14th – Management of Incompetent & Deceased Member's Accounts

Payment Enclosed \$ _____

*Make cheque payable to
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