

# Certificate of Deposit Acceptance Form Instruction

## Instructions:

**\*Please note, the use of this form is only for existing accounts and not to setup new accounts\***

1. Complete all applicable sections by typing in the required information. To do so, simply click on the desired field and begin typing. Handwritten forms are strongly discouraged.
2. Confirm all information before printing the Acceptance Form.  
\*Any changes on the form (from earlier information provided during application process) may cause delays in processing your request
3. Ensure all owners sign the Acceptance Form.
4. Include any additional documents with your Acceptance Form:
  - a. Business / Corporate Accounts:
    - Certificate of Authority or Corporate Resolutio
    - Corporations only - Copy of your Government Issued Business License, IRS EIN Notice or Articles of Incorporation / Organization
    - Sole Proprietors - Copy of your Government Issued Business License, IRA EIN Notice or Assumed Name Certificat
  - b. Trust Accounts - Copy of the first page of the trust document that contains the title of your trust and list of trustees and the last pages that include the trustee's signatures with the notary signature and seal.
  - c. Power of Attorney Account - Copy of Power of Attorney
5. Mail or Fax to:

Standard Mail:	Overnight Mail:	Fax:
Capital One Bank®	Capital One Bank®	1-877-650-3529
P.O. Box 4199	5718 Westheimer Road	
Houston, TX 77210-4199	4th Floor Lockbox	
	Houston, TX 77057	
6. Within 3 business days of receiving your Acceptance Form we will update your account and mail your final account opening confirmation. This should be received within 10 business days

Capital One® reserves the right to investigate your account information which may include a review of your credit bureau information. Should any information provided on this Acceptance Form prove to be false or misleading, now or in the future, we may freeze the funds in the account pending the completion of our investigation and may also close the account. If an account is closed, a check will be issued that includes the funds on deposit and all interest accrued minus applicable fees and penalties, unless we have suffered a material loss as a result of the false or misleading information, in which case you agree we may offset our loss with funds on deposit.

Any incorrect or missing information on this signature form may cause delays in setting up this account.

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# Certificate of Deposit Acceptance Form

Account Number: \_\_\_\_\_

Account Type: \_\_\_\_\_

## ACCOUNT ACCESS SELECTIONS

TERM OF CD: \_\_\_\_\_ INTEREST PAYMENT METHOD: \_\_\_\_\_ PAYMENT FREQUENCY: \_\_\_\_\_  
To have your interest transferred electronically to a bank account, please also print, read, complete & sign the [Electronic Funds Transfer Agreement](#) & return it with this form. This form is available in our [Downloadable Forms](#) section.

## ACCOUNT OWNER INFORMATION

Information about procedures for opening a new account: To help the government fight the funding of terrorism and money laundering activities, Federal Law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means to you: When you open an account, we will ask your name, address, date of birth, and other information that will allow us to identify you.

1. For custodian accounts enter Minor in 1 and Adult in 2

Owner's Name	Owner's SSN	Owner's Date of Birth
Owner's Physical Address		
Owner's City	Owner's State	Owner's Zip

2.

Co-Owner's Name	Co-Owner's SSN	Co-Owner's Date of Birth
Co-Owner's Physical Address		
Co-Owner's City	Co-Owner's State	Co-Owner's Zip

3.

Co-Owner's Name	Co-Owner's SSN	Co-Owner's Date of Birth
Co-Owner's Physical Address		
Co-Owner's City	Co-Owner's State	Co-Owner's Zip

4.

Co-Owner's Name	Co-Owner's SSN	Co-Owner's Date of Birth
Co-Owner's Physical Address		
Co-Owner's City	Co-Owner's State	Co-Owner's Zip

