

# **Know Your Customer - What is KYC?**

KYC, or "Know Your Customer," is a set of legally mandated requirements meant to prevent and protect financial institutions from the risks of money laundering and fraud. These regulations have been set in place by our banking partners and federal regulations to protect not only Tipalti but also our business partners and customers.

### Why? Making Payments in Tipalti

Tipalti is a regulated registered money transmitter and a financial institution. As such, we are required to be compliant by our banking partners and also with US federal regulations.

Payments in Tipalti are not possible until KYC has been completed and approved. **KYC is a critical gate in the implementation process**, and our team is here to support customers in this time-sensitive activity.

# Secure and Private 🔍



Tipalti has 5,000+ customers and understands that the information collected from customers is sensitive and private. The Tipalti KYC Team is trained in compliance requirements and is ready to support the customer throughout the KYC process. The team works directly with each customer to ensure this sensitive information is kept private and confidential. All information is stored in a secure folder and never shared with third parties.

## **KYC Information Collected**

The KYC form is comprised of four sections:

#### **Company Information**

- Legal entity name
- o Full business address
- Detailed business model

 How do you plan on using Tipalti, and who are your payees/suppliers?

### **Payment Information**

- Expected flow of funds
- Countries you will be remitting to

### Beneficial Ownership / Control Person Information

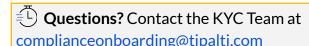
- Full beneficial ownership information for any 25% or more immediate beneficial owner of the entity
- Control Person (person making decisions for the company)
  - Name, DOB, residential address, ID document
- Beneficial Owners will be asked to provide some or all of the following:
  - Name, DOB, residential address, ID document

### **Supporting Documentation**

- Articles of Incorporation or any similar formation docs
- o W-9/Government-issued tax certificate
- o Cap table, Org Chart, or Ownership Statement
- Valid IDs for Beneficial Owner(s)
- \* Tipalti Compliance may ask for any additional information while performing due diligence.

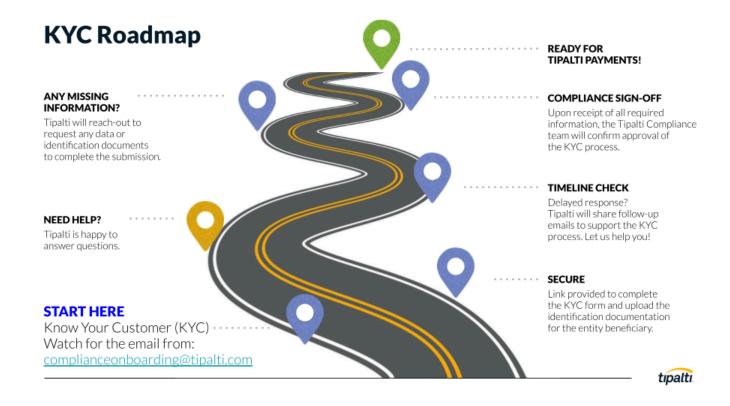
### Why might our KYC not be approved?

KYC may be denied if Compliance is unable to complete the due diligence process or if the information provided falls against the regulations set by our banking partners or federal guidelines.



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