

2024 IBA Deposit Account Administration Seminar

October 9 — Cedar Rapids

October 10 — West Des Moines

Presented by: Kylee Durbin, CRCM Forvis Mazars

What is the difference between “joint with rights of survivorship” and “tenants in common?” What is a revocable living trust and how do we document it? Do we really need a corporate resolution? How do we open accounts for minors? The focus is on the day the account is opened. It provides hard to get state law requirements for ownership and documentation. Attendees learn the “why” behind standard operating procedures. The program also covers CIP procedures and IRS Reporting compliance issues.

Course Topics

- Account Opening Procedures
 - Standardizing Procedures
- Taxpayers ID No. Documentation
 - Obtaining the Appropriate TIN
- Personal Accounts and Iowa Laws
 - Individual, Multiple Party, Trusts, Minors, Joint Accounts and more
- Non-Personal Accounts
 - Estate, Pensions, Court Appointed, Sole Proprietorships, Political Campaign Funds etc.
- Proper Documentation
- Handling Request for Change
- Requested by Customers, Due to Death, Adding & Deleting Owners

Who Should Attend?

This is a comprehensive seminar developed for new accounts personnel, auditors, bookkeepers, operations officers and others who have responsibility for administering customer accounts.

REGISTRATION

Registration Fee:

\$245 – IBA Member (*per person*)

\$490 – IBA Non-member (*per person*)

The registration deadline is **October 1, 2024**.

Registration Includes:

Continental breakfast, program materials, lunch, refreshment breaks.

Cancellation Policy:

Refunds will be made if requested one week prior to seminar date. No refunds after that date. Substitutions allowed at any time prior to seminar date.

Register online:

www.iowabankers.com
 (Events tab – scroll to date)

Or mail registration form with payment to:

Iowa Bankers Association,
 Attn: Registrar, PO Box 6200
 Johnston, IA 50131

For online registration and information about additional IBA training and development see www.iowabankers.com

IBA Event Code #466

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Bank _____

1. Name _____

Address _____

Email _____

City _____ State _____ ZIP _____

2. Name _____

Phone _____

Email _____

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About the Speaker



Kylee Durbin

Kylee Durbin, CRCM, is a Lead Consultant with Forvis Mazars. Ms. Durbin began her career as a teller at a small community bank over twenty years ago. She gained knowledge of bank operations working at small and mid-sized community banks in Illinois and Kentucky. Her previous experience as the Director and Audit and Compliance allowed her to develop audit and compliance programs through evaluating the effectiveness of internal controls and identifying any weaknesses or gaps that may put an institution at risk. The last ten years of her career have been focused transforming critically deficient compliance programs into proactive

Documents to have Available

You may find it useful to have several documents on hand that will be referenced during the seminar. They are: signature cards, account disclosures and resolutions.

Agenda


8:30 a.m.	Registration & Continental Breakfast
9:00 a.m.	Program
Noon	Lunch
1:00 p.m.	Program
4:00 p.m.	Adjourn

Dates & Locations

Seminar participants may contact the hotels in the area to arrange lodging accommodations. A room block has not been reserved. Online reservations offer the lowest room rate.


Cedar Rapids - Wednesday, Oct. 9

Cedar Rapids Radisson Hotel
1200 Collins Road NE
Cedar Rapids, IA 52402

 319-393-6600

West Des Moines - Thursday, Oct. 10

West Des Moines Marriott
1250 Jordan Creek Pkwy
West Des Moines, IA 50266

 515-267-1500


The Manual

Attendees receive a detailed seminar manual that is an excellent resource for future reference.

Questions

Contact Kami Jack at:

 kjack@iowabankers.com

 515-286-4397

This seminar is approved for 7.25 CRCM credit!

