

Instructions for AML Contractor Form

Part A: General Information:

Part A is filled out by the contractor

Part B: Legal Structure

Part B is filled out by the contractor, filling in the description that best describes his/her operation

Part C: Ownership/Control Information

AML contractor should contact the AVS office (800-643-9748) to have any information about their company faxed to them to check for accuracy of information. After receiving the information the contractor must then check the statement that best describes their situation. If information is accurate and complete, check the first statement and go to Part D, certification and check corresponding statement, and certify it is correct. Attach printout to form when submitting to AML office for evaluation.

If ownership/control information needs to be updated (end dates for officers/director or new owners/controllers added, check the second statement and go to Part D, certification and check corresponding statement. Attach information to be added when submitting to AML office for evaluation. Updated/new information will be added by the AVS office.

If contractor's ownership/control information does not exist in the AVS, contractor should check the third statement and go to Part D, certification and check corresponding statement. Attach information to be added when submitting to AML office for evaluation. Ownership and control information will be entered into the AVS by the AVS office.

Part D: Certification

The contractor, following instructions for Part C will check the proper statement and certify by dating and signing certification form.