

## LIMITED PERSONAL FINANCIAL REPORT AND DISCLOSURE STATEMENT

### INSTRUCTIONS

This form is generally filed by outside directors (a person who is not a paid employee of the applicant or its parent and who does not own 10% or more of the applicant or its parent) of existing financial institutions in conjunction with various certificates of authority and licenses pursuant to Title 6.2 of the Virginia Code. The information provided on this form must be current (less than 90 days old at the time of filing with the Bureau) and accurate. The form and its contents are confidential. *The report must be executed with original signature(s).* In completing the form, please follow the instructions below:

1. An answer to each item is required. If your answer is "No", "None", "Not Applicable", or "Unknown", please indicate that on the question or schedule.
2. File any additional attachments and/or schedules on 8½" x 11" paper if space provided on the form is inadequate. Sign and date all such schedules.
3. Have your spouse co-sign this form if assets and liabilities are jointly held with him/her.
4. Attach a separate financial statement for any business in which you have an ownership interest if a substantial portion (25 percent or more) of your net worth is tied to such a business. Your net annual income derived from such an interest should appear on the Statement of Income (page 2).

A Limited Personal Financial Report and Disclosure Statement form containing false or misleading information raises questions about the character, integrity, and general fitness of an outside director of a financial institution. Therefore, it is imperative that you provide true and complete information as requested herein. **Additionally, each filer must report promptly any material change in his/her financial condition or personal information that occurs during the review period of this filing.**

Inquiries regarding the preparation and filing of this form should be directed to the Bureau of Financial Institutions, 1300 East Main Street, Suite 800, Post Office Box 640, Richmond, Virginia 23218-0640. Telephone: (804) 371-9690; FAX (804) 371-9416. This form can be downloaded from the Bureau's website at [www.scc.virginia.gov/bfi](http://www.scc.virginia.gov/bfi).

**SECTION I  
FINANCIAL REPORT**

I, \_\_\_\_\_ (Name) \_\_\_\_\_ (Business Address)

submit herewith the following information and a correct and complete statement of my financial condition as of \_\_\_\_\_ (Date)

to the State Corporation Commission for its confidential use, in connection with \_\_\_\_\_

\_\_\_\_\_  
(Reason for Submitting Report)

An answer to each item is required. If the answer is "No", "None", or "Not Applicable", so state. If an item of information called for is "Unknown", so state. If space provided on this form is inadequate, attach a separate schedule. All such schedules should be signed and dated.

**ASSETS**

- 1. Cash on Hand and in Banks \$ \_\_\_\_\_
- 2. Notes, Loans, and Other Receivables  
    Considered Good and Collectible \_\_\_\_\_
- 3. Marketable Securities \_\_\_\_\_
- 4. Real Estate \_\_\_\_\_
- 5. Business Interests \_\_\_\_\_
- 6. IRAs or Other Retirement Accounts \_\_\_\_\_
- 7. Life Insurance (face amount \$ \_\_\_\_\_)  
    Cash Surrender Value \_\_\_\_\_
- 8. Other Assets \_\_\_\_\_
- TOTAL ASSETS** \_\_\_\_\_

**LIABILITIES**

- 9. Notes Payable to Banks \$ \_\_\_\_\_
- 10. Other Notes Payable \_\_\_\_\_
- 11. Real Estate Mortgages \_\_\_\_\_
- 12. Interest and Taxes Due and Unpaid \_\_\_\_\_
- 13. Other Debts and Liabilities \_\_\_\_\_
- TOTAL LIABILITIES** \_\_\_\_\_
- 14. NET WORTH \_\_\_\_\_
- TOTAL LIABILITIES  
AND NET WORTH** \_\_\_\_\_

**TOTAL CONTINGENT LIABILITIES \$ \_\_\_\_\_**

**STATEMENT OF INCOME**

INCOME ITEM	Year _____	Year _____	Year _____	Current Year
Salaries, wages, and commissions from employment				
Income from dividends and interest				
Net income from rents, royalties, and investments				
Other income				
<b>TOTAL INCOME</b>				
Taxes (federal and state income taxes)				
<b>NET INCOME (after taxes)</b>				

**SECTION II**

**PERSONAL INFORMATION**

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_ Citizenship \_\_\_\_\_

Residence Address \_\_\_\_\_

Length of Residence in Community \_\_\_\_\_ Social Security Number \_\_\_\_\_

Marital Status \_\_\_\_\_ Spouse's Name \_\_\_\_\_

Trade names and/or other names used in place of given name \_\_\_\_\_

List civic, professional, social, or other organizations in which you have membership \_\_\_\_\_

\_\_\_\_\_

Résumé of Education \_\_\_\_\_

\_\_\_\_\_

**ACCOUNT RELATIONSHIPS**

List all bank, savings institution, or any other financial institution deposit or loan relationships you have had in the past five years.

Institution/City	Type of Account	Active or Closed

I hereby agree that any of the above financial institutions may release any information requested by the Bureau of Financial Institutions.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

## QUESTIONNAIRE

Read and answer the following questions carefully. If the answer is "yes" to any of the questions, attach a full written explanation. Where applicable, include parties, date(s), court name and address, case number, and court ruling or judgment amount for each matter reported. Also provide copies of court documentation where applicable.	
1. Have any civil judgments (whether satisfied or not) been entered against you during the past 10 years?	( ) Yes ( ) No
2. Are there any civil proceedings pending or civil judgements entered against you (or any company in which you hold or held a 25 percent or greater interest) which involve fraud or dishonesty?	( ) Yes ( ) No
3. Have you been convicted of or entered a plea of Nolo Contendere to a felony?	( ) Yes ( ) No
4. Have you ever been convicted of or entered a plea of Nolo Contendere to any misdemeanor involving theft, fraud, or dishonesty?	( ) Yes ( ) No
5. Have you been the subject of a bankruptcy, assignment for the benefit of creditors, receivership, conservatorship, or any similar proceeding?	( ) Yes ( ) No
6. Has any company in which you hold or held a 25 percent or greater ownership interest or in which you are or were a senior officer* or a director been the subject of a bankruptcy, assignment for the benefit of creditors, receivership, conservatorship, or any similar proceeding?	( ) Yes ( ) No
7. Have you (or any company in which you hold or held a 25 percent or greater ownership interest or in which you are or were a senior officer* or a director) been refused a license to engage in any business or had any license suspended or revoked by any State or Federal agency?	( ) Yes ( ) No
8. Have you been discharged for cause or been requested to resign from any employment position?	( ) Yes ( ) No
9. Are you now or have you ever been a senior officer* or director of any financial institution with respect to which there has been a change in status through closing, reorganization, merger, or any other action as a result of State or Federal supervisory action?	( ) Yes ( ) No
10. Has your tenure as a senior officer* or director of any such institution been changed or terminated as a result of State or Federal supervisory action?	( ) Yes ( ) No
11. Have you (or any company in which you hold or held a 25 percent or greater ownership interest or in which you are or were a senior officer* or a director) been the subject of any past or current formal or informal investigations, examinations, or administrative proceedings conducted by any department, agency, or commission of the United States or any state or municipality, or any foreign government or governmental entity, and/or have any agreements, undertakings, or consents been entered into with any of the foregoing?	( ) Yes ( ) No

\*A senior officer is defined as a person who has significant management responsibility within an organization or otherwise has the authority to influence or control the conduct of the organization's affairs, including but not limited to its compliance with applicable laws and regulations

### CERTIFICATION

I certify under oath that to the best of my knowledge, information, and belief, the facts as stated in this form and any schedules attached are true.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature in Full

\_\_\_\_\_

Date

\_\_\_\_\_

Signature of Spouse (if any)