

Visa® Business Credit Card Application

BUSINESS INFORMATION

Legal Name of Business: _____ Federal Tax ID #: _____

Business Owner Name(s): _____ Phone: (____) _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

Type of Business: _____ NAICS Code: _____

Legal structure of business: Corporation Partnership Limited Liability Company

Sole Proprietorship Non-Profit Other: _____

Gross Annual Revenue: _____ Years in Business: _____

(Gross annual revenue is the amount of money the business earned before subtracting taxes and other expenses in the last full fiscal year.)

Requested company credit limit: _____

Preferred Billing Type:

Individual (Each cardholder has a separate statement produced each payment cycle.)

Consolidated (One statement is produced each payment cycle with a summary of each cardholder's activity.)

Does this entity have an existing business relationship with First Bank & Trust? Yes No

Have there been any recent ownership changes? Yes No

Additional documents may be requested in order to approve your credit card application.

AGREEMENT AUTHORIZATION

IMPORTANT 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 does this mean for you: When you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

This card is issued by First Bank & Trust (FBT), Brookings, SD. On behalf of the business, I hereby apply for a business credit card through FBT. I certify that I am fully authorized by the business to apply for business credit on behalf of the business and to bind the business to the terms of the credit card account. By completing this application, I authorize FBT to obtain credit reports on the applicant, any joint applicant, and any individual identified as a beneficial owner or person with ownership interest in the business, both now and in the future, for any legitimate business purpose associated with the account or any related request. This includes, but is not limited to, reviewing, modifying, renewing, or collecting on the account. If this application is accepted and the credit card is issued, I agree the business and/or joint business will pay all charges incurred on the account.

X _____ **Date:** _____ **X** _____ **Date:** _____
Applicant Signature Joint Signature

APPLICANT INTENT

If you intend to apply for joint credit, initial here: _____
Applicant Joint Applicant

BANKER USE ONLY

Based on the information gathered, is Beneficial Ownership required? Yes No

Additional Notes: _____

CERTIFICATION OF BENEFICIAL OWNERS

BENEFICIAL OWNER

“Beneficial Owner” means each individual who owns, directly or indirectly, 25% or more of the equity interest or shares of the legal entity customer. A legal entity customer is one of the following: Corporation, Limited Liability Company (LLC), other entity that is created by filing a public document with Secretary of State or similar office (such as Commercial Registered Agent, Nonprofit Corporations, Limited Liability Partnership, Limited Partnerships, COOP [Cooperative], Business Trusts, Public Benefit Corporations), a general Partnership/Informal Partnership, or any similar entity formed under the laws of a foreign jurisdiction that opens an account. **There can be up to 4 beneficial owners.**

Identification is required for each individual listed; copies are acceptable. *If 25% or more of the legal entity customer is owned by a trust, list the trustees as beneficial owners.*

BENEFICIAL OWNER INFORMATION

THERE ARE NO OWNERS WITH 25% OR MORE. _____
(Bank Officer Initials)

BENEFICIAL OWNER 1 INFORMATION: _____% OF OWNERSHIP

Last Name _____ First Name _____ Middle Initial _____

SSN _____ Date of Birth _____ Job Title _____

Signer's Physical Home Address _____

City / State / Zip _____

Phone Number _____

Employer _____ Occupation _____

ID Type: Driver's Lic. Gov't ID Passport VISA Other _____ Where Issued _____

ID # _____ Issue Date _____ Exp. Date _____

INTERNAL USE ONLY

Existing CIF? Yes No CIF # _____ OFAC _____

BENEFICIAL OWNER 2 INFORMATION: _____% OF OWNERSHIP

Last Name _____ First Name _____ Middle Initial _____

SSN _____ Date of Birth _____ Job Title _____

Signer's Physical Home Address _____

City / State / Zip _____

Phone Number _____

Employer _____ Occupation _____

ID Type: Driver's Lic. Gov't ID Passport VISA Other _____ Where Issued _____

ID # _____ Issue Date _____ Exp. Date _____

INTERNAL USE ONLY

Existing CIF? Yes No CIF # _____ OFAC _____

Visa® Business Credit Card Application

BENEFICIAL OWNER INFORMATION (CONTINUED)

BENEFICIAL OWNER 3 INFORMATION: _____% OF OWNERSHIP

Last Name _____ First Name _____ Middle Initial _____

SSN _____ Date of Birth _____ Job Title _____

Signer's Physical Home Address _____

City / State / Zip _____

Phone Number _____

Employer _____ Occupation _____

ID Type: Driver's Lic. Gov't ID Passport VISA Other _____ Where Issued _____

ID # _____ Issue Date _____ Exp. Date _____

INTERNAL
USE ONLY

Existing CIF? Yes No CIF # _____ OFAC _____

BENEFICIAL OWNER 4 INFORMATION: _____% OF OWNERSHIP

Last Name _____ First Name _____ Middle Initial _____

SSN _____ Date of Birth _____ Job Title _____

Signer's Physical Home Address _____

City / State / Zip _____

Phone Number _____

Employer _____ Occupation _____

ID Type: Driver's Lic. Gov't ID Passport VISA Other _____ Where Issued _____

ID # _____ Issue Date _____ Exp. Date _____

INTERNAL
USE ONLY

Existing CIF? Yes No CIF # _____ OFAC _____

BENEFICIAL OWNER AUTHORIZATION

I, _____ (name of natural person opening/updating account), hereby certify, to the best of my knowledge, that the Beneficial Ownership information provided above and/or reviewed verbally for recertification is complete and correct.

Print Name: _____ Signature: _____ Date: _____

Visa® Business Credit Card Application

CARDHOLDER INFORMATION

Information is not reported to credit bureau.

Cardholder Name (to appear on card)

Cardholder Home Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ Work: _____

Email: _____

Date of Birth: _____ SSN: _____

Business Name (to appear on card – max. 21 characters)

Card Limit: _____

Cardholder Name (to appear on card)

Cardholder Home Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ Work: _____

Email: _____

Date of Birth: _____ SSN: _____

Business Name (to appear on card – max. 21 characters)

Card Limit: _____

Cardholder Name (to appear on card)

Cardholder Home Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ Work: _____

Email: _____

Date of Birth: _____ SSN: _____

Business Name (to appear on card – max. 21 characters)

Card Limit: _____

Cardholder Name (to appear on card)

Cardholder Home Address: _____

City: _____ State: _____ Zip: _____

Cell: _____ Work: _____

Email: _____

Date of Birth: _____ SSN: _____

Business Name (to appear on card – max. 21 characters)

Card Limit: _____

If you need to add more cardholders, please complete an additional Cardholder Information page.

BUSINESS CREDIT CARD AUTHORIZATION (Owner/Manager)

By signing below, I certify that I am authorized to sign for cardholders listed above, and that I am applying for credit as described in this application. I authorize the individuals on this form to use their credit cards for business purposes as prescribed in company policy. In addition, I hereby agree to the terms and conditions as set forth below.

Print Name: _____ **Signature:** _____ **Date:** _____

Interest Rates and Interest Charges	
Annual Percentage Rate (APR) for purchases	13.9%
APR for balance transfers	13.9%
APR for cash advances	13.9%
How to Avoid Paying Interest on Purchases	Your due date is at least 25 days after the close of each billing cycle. We will not charge you interest on purchases if you pay your entire balance by the due date each month.
Minimum interest charge	If you are charged interest, the charge will be no less than \$.50.
Fees	
Annual Fee	None
Transaction Fees:	None Up to 1% of each transaction converted to U.S. dollars. Either \$5 or 3% of the amount of each cash advance, whichever is greater.
<ul style="list-style-type: none"> ■ Balance Transfer ■ Foreign Transaction Fee ■ Cash Advance 	
Penalty Fees:	
<ul style="list-style-type: none"> ■ Late Fee ■ Returned Payment 	up to \$25 up to \$25
Other Fees:	
<ul style="list-style-type: none"> ■ Account Handling Fee ■ Statement Copy Fee ■ Pay-By-Phone Fee ■ Reinstatement Fee ■ Rush Card Fee ■ Lost/Stolen Replacement Card Fee 	\$25 if it is necessary to place restrictions on account \$2.50 per page \$5 \$25 \$30 \$5

How we calculate your balance:
We use a method called "average daily balance (including new purchases)."
These disclosures were accurate as of 01/26.



EARN REWARD POINTS ON EVERY CREDIT CARD TRANSACTION!

How It Works

Just use your First Bank & Trust business credit card to earn one (1) point for every \$1 you spend. Points can be redeemed for merchandise, gift cards, and travel rewards.

Sample Merchandise Rewards

To view the many reward options available through our Dream Points program, go to the Business Card rewards site:



<https://www.dreampoints.com/fbtbusiness/>



Visa® Business Terms and Conditions

The following Business Credit Card Terms and Conditions ("terms and conditions") issued by First Bank & Trust ("Issuer," "we" or "us") to the above-signed applicant ("Company" or "you") govern a corporate credit card ("Business Credit Card" or "Card") for the use of Company's agents, representatives, and employees (hereafter referred to individually as "Company Agent" and collectively as "Company Agents") for business purposes.

1. DEFINITIONS

- **Business Credit Card** — a bank Card or Credit Card and the related Company account number issued under these Terms and Conditions by Issuer to Company for business use (including purchases and cash advances). The Business Credit Card includes the embossed name of Company, together with the name of the Company Agent to whom the credit card will be given as designated by Company.
 - **Company Account** — a bank Card or Credit Card and the related Company account number issued under these Terms and Conditions by Issuer to Company for business use (including purchases and cash advances). The Business Credit Card includes the embossed name of Company, together with the name of the Company Agent to whom the credit card will be given as designated by Company.
2. **PROCEDURES.** Company agrees to comply with all procedures governing bankcard operations, whether enacted by respective card organizations or by Issuer. In the event any provision of the same is not directly applicable to Company, such provision shall nevertheless apply to establish the standards of care, conduct, responsibility, and timeliness of action required. Company agrees to be bound by the Cardholder Terms and Conditions for each Business Credit Card, which terms are incorporated herein by reference.
3. **ISSUANCE OF CARDS.** Each Business Credit Card will be issued under a separate number and constitutes a separate account of Company with Issuer, upon which a separate billing or statement may be rendered monthly. The composite or aggregation of all such Business Credit Card accounts is referred to as the Company Account, as previously defined. Company will provide to Issuer the names of Company Agents to be embossed on the Business Credit Cards for business use (as opposed to personal, family, household, or agricultural use). Issuer will issue Business Credit Cards in the name of the Company and in the names of the Company Agents designated by Company. The Business Credit Card will be mailed to Company Agents at the addresses indicated by Company. Issuer may limit the number of Business Credit Cards issued per account. The Business Credit Cards remain property of Issuer and must be surrendered to us upon demand. Issuer reserves the right to cancel and/or modify any or all cardholder privileges, without notice.
4. **CREDIT DECISIONS.** Issuer retains sole discretion and control over the aggregate credit line available to the Company through the combined number of Business Credit Cards outstanding. Company grants authorization to Issuer and its representative(s) to review the credit standing of Company when opening, renewing, or reviewing the Company Account. Issuer may increase or lower the Company credit limit as Issuer deems appropriate. Issuer may temporarily or permanently terminate credit privileges, cancel one or more of the Business Credit Cards, and/or require payment of the entire Company Account balance if credit limits are exceeded, Company becomes insolvent, Company supplies Issuer false or misleading information, Company fails to make timely payments on the Company Account, Company violates any agreement with Issuer, Issuer revokes Terms and Conditions, or Issuer has reason to doubt the ability of Company to repay the Company Account and/or ongoing charges.
5. **USAGE.** Issuer assumes no risk as to Company authorization for credit extended pursuant to the use of the Business Credit Cards. All purchases and advances made by Company Agents will be deemed authorized by the Company, unless Issuer has received reasonable prior notification to the contrary. Company bears absolute, total, and unconditional responsibility and liability for the use of the Business Credit Cards, regardless of the purpose of the use and whether the use is for purchases or cash advances. Company acknowledges that Issuer is providing such service to Company as an accommodation only; and, except as otherwise provided by law, Issuer is not responsible in any way for the manner in which the Business Credit Cards are utilized.
6. **LIABILITY FOR UNAUTHORIZED TRANSFERS.** Company waives all limitations and defenses it may assert against Issuer concerning unauthorized use of a Business Credit Card. Company agrees to notify Issuer if any Business Credit Card is lost or stolen, or if statement of account(s) contains any unauthorized transactions. Company will not be liable for unauthorized use that occurs after you notify us through our agent at 1-800-442-4757 orally of the loss, theft, or possible unauthorized use. If Company fails to report unauthorized use of a Business Credit Card within sixty (60) days after the issuance of a periodic statement showing unauthorized use, the Company's loss may be unlimited with respect to transactions after that sixty-day (60-day) period. If there is substantial evidence of gross negligence or fraudulent handling of the account, or Business Credit Card, Company's liability will be unlimited.
7. **COMPANY'S OBLIGATIONS.** Company will complete and deliver to Issuer a written request for issuance of a Business Credit Card on a form approved by Issuer. This request must include a complete list of those Company Agents whose names are to be embossed on Company Business Credit Cards. Company will provide to Issuer written notice of any and all monetary limitations Company desires to place on the credit authority of individual Company Agents. Company will ensure Business Credit Cards are signed immediately upon receipt by the Company Agent. Company will instruct Company Agents on the permitted usage of the Business Credit Cards and, to the extent and degree Company shall deem appropriate, monitor such usage for compliance and authorized purpose. You agree to immediately notify us when you terminate a Company Agent's rights and to promptly return the Business Credit Card to us. Company will be responsible for all charges made on any Business Card prior to such notification and will hold Issuer harmless for any losses incurred in connection with the failure to notify Bank of such termination.
8. **RELATIONSHIPS.** Company is the Cardholder and the only party with which the Issuer has a contractual relationship with reference to any use of the Business Credit Cards. All transactions resulting in charges to Business Credit Cards shall create the relationship of debtor/creditor between the Company and Issuer. Issuer shall be the sole owner and holder of all rights and remedies incident to such indebtedness, except such rights as it may assign to third parties. The Company Agents will not have a direct relationship with the Issuer and are not considered individual cardholders with a debtor/creditor relationship with Issuer. Rather, Company Agents are merely individuals authorized by the Company to incur debt on the Company's account with Issuer. Company will directly reconcile any disputes with individual Company Agents concerning authorization and respective charges.
9. **PAYMENTS.**
 - Company will pay all amounts due on the Company Account, which will include transactions on all Business Credit Cards, including finance charges at the rate stated and in the manner computed on each monthly statement, as well as annual fees, copy charges, or any other charges properly made to the Company Account. Although the entire balance of the Company Account may be paid at any time, a minimum monthly payment must be paid each month (together with any outstanding minimum charges from prior months and any amount by which your Account exceeds its credit limit). The monthly Company Account statements will be the documents that evidence the obligation of Company to pay Issuer, unless written notice of any billing error is received by Issuer within sixty (60) days of the Issuer's mailing of the statement on which the respective charge first appeared.
 - Issuer may accept partial payments that are marked "payment in full" or with similar endorsements or markings without losing its rights under this Terms and Conditions, including the right to receive payment in full. Company will designate at the time of each payment the individual account(s) comprising the total payment. The Issuer may apply, reverse, and reapply any such payment to obligations owing under the Company Account, as it, in its discretion, deems appropriate.
10. **POINT-OF-SALE TRANSACTIONS.** The use of the Business Credit Card to purchase goods and services at the merchant locations constitutes a simultaneous charge upon the account, even though the charge may not actually be posted to the account until a later date. Company and Company Agents may use the Business Credit Cards only in the manner and for the purpose authorized by this Terms and Conditions. Issuer may recognize a transaction even if we have not authorized it, but that does not mean we will authorize the same type of transaction again. Company does not have the right to stop payment on any point-of-sale transactions originated by use of the Business Credit Card.
11. **CHANGE IN TERMS, PROCEDURES, NOTICE.** The relationship between the parties may change in the future because the following change frequently and readily: rules governing card organizations, the bankcard agreement, and federal, state, and local law. Issuer, in its individual and sole discretion, may change its respective policy, procedures, or forms or a term or condition of this Terms and Conditions or terminate any service. Company agrees to comply with any such changes, which shall be effective as indicated on any change notice. No other amendments to this Terms and Conditions may be made except in writing signed by all parties hereto. Change notices shall be made by Issuer mailing or delivering a copy of the change notice to the Company at Company's address as listed in the records of the Issuer. Company has the responsibility of ensuring that the Company's address in such records is current and correct. No change shall be effective less than three (3) bank business days from the date of the mailing or delivering, unless otherwise required by law or card organization rules. A change notice shall be effective whether or not it is actually received by Company. All change notices shall apply to and affect all transactions subsequent thereto. Use of the Business Cards after notice of change shall constitute consent to any such change.
12. **CURRENCY CONVERSION.** If Company effects a transaction at a merchant that settles in a currency other than U.S. dollars, Visa® will convert the charge into a U.S. dollar amount. Visa® will use its currency conversion procedure. Currently, the currency conversion rate used to determine the transaction amount in U.S. dollars for such transactions is generally either a government-mandated rate or a wholesale rate determined by Visa® for the processing cycle in which the adjustment factor established from time to time by Visa®. The currency conversion rate used on the processing date may differ from the rate that would have been used on the purchase or cardholder statement posting date. For each purchase transaction in a foreign currency that has been converted into a U.S. dollar amount by Visa, Issuer may pass along the Foreign Transaction Fee in the amount provided to us by Visa.
13. **FEES.** The Company authorizes Issuer to charge the Company for all transactions and fees resulting from the use of the Card. Fees are provided to Company in the Visa® Business Cardholder Terms and Conditions, which is incorporated by reference herein.
14. **ADDITIONAL RISK ASSOCIATED WITH USE OF BUSINESS PURPOSE CARDS.** You agree that by allowing anyone to use your card, you will not have the benefit of any consumer law limiting liability with respect to the unauthorized use of your Card. This means your liability for the unauthorized use of your Card could be greater than the liability in a consumer credit card transaction. You accept and agree to undertake the additional risk and greater measure of liability associated with the use of business purpose cards as described in the Terms and Conditions.
15. **TERMINATION.** We may terminate your privileges under this Terms and Conditions or cancel or limit your privileges to make Purchases or obtain Cash Advances at any time, with or without cause without notice or liability. If we ask, you must return your Cards to us, cut in half. You agree that you will not try to make any Purchases or obtain Cash Advances after you have been notified that your privileges to use your Account have been canceled. You may cancel these Terms and Conditions by returning all Cards issued on your Account to us, cut in half. Your or our termination or cancellation will not affect your existing obligations under these Terms and Conditions.
16. **SEVERABILITY.** If any provision of the Terms and Conditions is determined to be unlawful or unenforceable for any reason, the remainder of the Terms and Conditions will remain enforceable.
17. **ENTIRE TERMS AND CONDITIONS.** The Terms and Conditions and those matters expressly incorporated herein by reference, including but not limited to any and all exhibits, constitute the entire agreement between the undersigned parties and supersede all oral negotiations or prior writings.
18. **WAIVER.** No part of the Terms and Conditions may be waived unless all parties sign a written waiver hereto. Any waiver of any term, condition, or any right of Issuer under these Terms and Conditions on any occasion shall not be deemed a continuing waiver or a waiver of any other term or condition, unless a written continuing waiver is signed.
19. **VENUE AND JURISDICTION.** Company consents to be subject to the jurisdiction and venue of the Circuit Court for the Third Judicial Circuit, State of South Dakota, and agree that such court shall be the sole and exclusive jurisdiction and venue of all court actions of disputes or claims arising from or relating to the Terms and Conditions or the Account relationship.
20. **ASSIGNMENT.** The Terms and Conditions may not be assigned by Company. The Issuer may assign the Terms and Conditions.
21. **GOVERNING LAW.** The Terms and Conditions and all transactions related hereto shall be subject to the laws of the State of South Dakota without regard to its conflict-of-law rules.
22. **ERROR RESOLUTION.** You agree to examine your receipts and periodic statements using ordinary care and to report any errors or problems to us within a reasonable time. You agree that the time to examine your statement and report to us will depend on the circumstances, but will not, in any circumstance, exceed a total of 60 days from when the statement containing the error or problem was first mailed or made available to you. If you do not report within 60 days, we will be entitled to treat such information as correct, and you will be precluded from asserting otherwise. You further agree that if you fail to report to us within 14 days from when the statement was first mailed or made available to you that we will not be required to pay interest on any refund to which you may be entitled. We will only re-credit your account for errors or problems as required by law. Call or write us immediately with errors or questions about your electronic transfers at the telephone number or address listed in the Terms and Conditions. If you tell us orally, we may require your complaint or question in writing within 14 business days. If you provide us with timely notice of an error or problem in your periodic statement, we will investigate the matter and notify you of the results as soon as reasonably possible under the circumstances. You may ask for copies of the documents that we used in our investigation.
23. **LOST OR STOLEN CARDS.** Company agrees to promptly report any lost or stolen cards to Issuer's agent by calling 1.800.259.0112 or writing to Card Services, P.O. Box 6000, Brookings, SD 57006.
24. **BUSINESS CARDHOLDER TERMS AND CONDITIONS.** Each Company Agent is provided with and bound by the Visa® Business Cardholder Terms and Conditions, which is incorporated by reference herein.

Visa® Business Credit Card Admin Set-up/Delete Form

IMPORTANT: In order to access your credit card account online, you must complete and return this form. When we receive this form, we will create the Program Admin(s) (PA) who will be able to set up other users for SpendTrack access. The PA will receive an automated email with a link to establish log-in credentials. The email address for each PA or user must be unique. A PA does not need to be a cardholder. You can provide PA access to an accountant or officer manager. Users are typically employees of the business who are issued a card.

For more information about the SpendTrack functionality, visit bankeasy.com/business-credit-cards.

A full user guide is available in SpendTrack.

BUSINESS INFORMATION

Legal Name of Business: _____

Business TIN: _____

Phone Number: _____ Setup Delete

Primary Admin *(Required. Primary admin can add additional admins or users as needed.)*

Program Administrator Name: _____

Program Administrator Email: _____

Current Digital Banking Username (if applicable): _____

Additional Admin *(Optional)*

Program Administrator Name: _____

Program Administrator Email: _____

Current Digital Banking Username (if applicable): _____

Additional Admin *(Optional)*

Program Administrator Name: _____

Program Administrator Email: _____

Current Digital Banking Username (if applicable): _____

AUTHORIZATION

I certify that I am authorized to provide this information on behalf of the business and that all information is true and correct.

Print Name: _____ **Signature:** _____ **Date:** _____