



State of Washington

DEPARTMENT OF FINANCIAL INSTITUTIONS
DIVISION OF BANKS

APPLICATION TO ESTABLISH, PURCHASE, OR RELOCATE A:
DOMESTIC BRANCH
MOBILE BRANCH
MESSENGER/COURIER SERVICE
TEMPORARY BRANCH
SEASONAL BRANCH

PLEASE REFER TO CHAPTER 30A.04 RCW FOR COMMERCIAL BANKS AND RCW 32.04.030 FOR SAVINGS BANKS, AND WAC 208-544 FOR THE SCHEDULE OF COSTS.

1. Acceptable filing methods:
 - (a) FDICconnect (*preferred method*): <https://www2.fdicconnect.gov/>
If your institution does not have access to this system (Fed-members or out-of-state institutions), please use the following branch application and file with our office using options (b) or (c) below.
 - (b) E-file by sending a completed and signed application to banks@dfi.wa.gov.
 - (c) File by sending a completed and signed application to:
DFI – Division of Banks
P.O. Box 41200
Olympia, Washington 98504-1200
2. The application filing date shall be the date of receipt in the Division of Banks' office. Our office charges for branch certificates and time spent on processing application(s). The schedule of fees charged by our office may be found here: <http://app.leg.wa.gov/WAC/default.aspx?cite=208-544>.
3. Our office requires **TWO WEEKS** formal notification prior to the effective opening date of the branch to issue the branch certificate.
4. If you are seeking approval for more than one branch, please complete an application for each individual branch.
6. Applications should be complete to allow processing in a timely manner. All applications will be processed within the division's workload capability.
7. Banks with a "CAMELS" rating of 2 or better at their most recent regulatory examination will receive first attention on their branch application requests. Banks rated 3 and lower may experience delays in processing their applications until the examination deficiencies are remedied.
8. Answer questions in the spaces provided or by attaching additional pages as necessary. If questions are "not applicable," please indicate this statement on the application.

APPLICATION TO ESTABLISH, PURCHASE OR RELOCATE:

APPLICATION TYPE (please check one box):

DOMESTIC BRANCH

TEMPORARY BRANCH

MOBILE BRANCH¹

SEASONAL BRANCH

MESSENGER/COURIER BRANCH²

TO: Division of Banks
P.O. Box 41200
Olympia, WA 98504-1200

FROM: _____
(Exact Corporate Title of Bank)

(Address of Head Office, City, County, State, ZIP Code)

Please complete the following if you are establishing a new branch or purchasing an existing branch in Washington and do not already have a branch in the State of Washington:

This is an APPLICATION to **establish or purchase** the type of branch indicated above at the following location:

(Street Address or Nearest Intersection, City, County, State, ZIP)

to be known as the _____ branch.

Please complete the following if you are relocating an existing branch³:

This is an APPLICATION to **relocate** the type of branch indicated above from:

(Street Address, City, County, State, ZIP)

to:

(Street Address, City, County, State, ZIP)

Current name of branch _____

Relocated branch name _____

Branch Certificate Number to be relocated _____

¹A mobile branch is a vehicle that travels to various locations conducting banking business. One mobile branch certificate per vehicle is required.

²A messenger/courier service is operated by the bank or its affiliate delivering items relating to deposits, checks paid, or money lent. Generally, non-affiliated third-party courier services do not constitute a branch.

³Branch relocation means a move within the same immediate neighborhood, typically within 1,000 feet of the original branch.

BRANCH APPLICATION:

1. LEGAL REQUIREMENTS

Washington State branching law requires (a) satisfactory record of compliance and (b) satisfactory financial condition.

(a) Indicate your last CRA rating: _____

Date of Examination: _____

Regulatory Agency: _____

(b) If the most recent CRA rating is less than satisfactory, please attach a copy of your response to your last examination or visitation and the most recent progress report for any enforcement actions, indicating the steps you are taking to improve your rating.

(c) Please demonstrate how this application compiles with the satisfactory financial condition requirement in the space below or in an attachment.

2. PROJECTIONS

(a) Provide a three year projection for loans and deposits for this branch in the space below or in an attachment.

(b) Describe any existing competition in the area as well as the community you will serve.

3. BANK PREMISES

(a) Provide a breakdown of costs for new branch related expenses including land costs, real estate costs, lease payments, leasehold improvements, equipment, and employees. If applicable, please indicate whether lease payments are at, above, or below market rates.

(b) Will the projected cost of the branch result in an aggregate investment in bank premises that exceeds the statutory limits? (RCW 30A.04.210 for commercial banks or RCW 32.20.280 for savings banks)

YES NO

If YES: Please attach a letter requesting approval of the excess investment. The request should describe all the projected costs including property acquired for future expansion, and all booked and non-booked portions of construction accounts.

(c) Will the projected cost of the branch result in an investment of bank premises which exceeds 50 percent of the bank's aggregate capital not including the ALLL? (RCW 30A.04.210 for commercial banks or RCW 32.20.280 for savings banks)

YES NO

If YES: Please indicate percentage: _____

If the Division of Banks previously granted excess fixed asset approval, indicate the approval date and the amount approved: _____

(d) Will the bank own the building?

YES NO

If YES: Will the bank lease space to others for non-bank use?

YES NO

If YES: Indicate the approximate percentage of total building space to be leased to others and list the prospective tenants, if known: _____

- (e) Will the property be purchased or leased from a director, trustee, officer, principal shareholder (one owning five percent or more of any class of voting stock) or associate or interest thereof?

YES NO

If YES: Name of individual/interest: _____

Relationship to bank: _____

Attach copy of recent independent appraisal with comparable purchases or leases in the area.

Attach copy of board resolution approving details of transactions with the individual/interest.

NOTE: Provide adequate information to show that terms and conditions are not more favorable than would be available in a comparable transaction with unrelated parties otherwise similarly situated.

4. FOR MOBILE BRANCH

Please file a separate mobile branch for each proposed vehicle. Only one vehicle is covered under a mobile branch application.

- (a) Please provide the defined locations and regular time schedule
-or-
(b) Please provide the defined area with varying times and locations.

5. FOR MESSENGER/COURIER BRANCH

A messenger or courier branch certificate allows the pickup and delivery of items relating to deposit, checks paid, and money lent. A schedule is not required, but the specific geographic area the service will be provided is required.

- (a) Specify the geographic area in which the service will be provided.

4. ENVIRONMENT

- (a) Will the proposed action have any significant impact on the environment (e.g., air quality, water quality, noise levels, energy consumption, population congestion, solid waste disposal, or environmental integrity of private land)?

YES NO

If YES: Explain the impact below.

5. After receiving approval, what is the expected branch opening date?

ATTESTATION:

I hereby certify that the bank's board of directors/trustees by resolution, dated _____, has authorized the filing of this application, and that to the best of my knowledge this application contains no misrepresentations or omissions of material facts.

Signature of Authorized Officer

Print or Type Name

Title

Requests for additional information or other communications concerning this proposal should be directed to:

(Name) (Title)

(Mailing Address) (Telephone Number)

NOTICE TO PROVIDER OF THIS INFORMATION:

The data in this application is collected to comply with the requirements of state law for establishing a branch in the State of Washington. The Division of Banks will use this data to reach a decision on the branch application. The applicant must submit the data to obtain the benefit of branch approval. Please be aware that information provided on this form is subject to inspection and copying by members of the public, unless an exemption in law exists.