# **APPLICATION TO OPERATE A MOBILE BANK OFFICE, COURIER SERVICE, OR CONVENIENCE OFFICE**

# **Definitions**

Mobile Office –­ Bank office that does not have a permanent site and functions out of a mobile banking unit that stops at predetermined locations to conduct banking activities.

Courier Service – Bank-owned service that has the sole purpose of servicing specific customers with pick-up or delivery services for banking activities such as deposits, withdrawals, and loan transactions.

Convenience Office – Bank office at a fixed site that is open only at certain times or dates, such as at a nursing home, college orientation, or fair. The sole purpose of a convenience office is to serve the bank’s customers at specified special events or who may have limited mobility.

# **General Information**

Contact the bank analyst assigned to the institution at (515)-281-4014 prior to the submission of the completed application.

All sections of the application should be completed. Indicate if a section is not applicable (N/A).

The applicant should contact its primary Federal regulatory authority to determine any Federal requirements for the application.

The bank may consult an attorney to draft or review the applicable legal documents, if desired.

All correspondence will be sent to the contact person listed on the application.

# **Fees and Submission**

Submit one executed copy of the completed application and applicable supplemental documents through the online submission portal on the Iowa Division of Banking website. All information, including items deemed confidential, is to be sent in **one** file in Microsoft Word or Adobe PDF format. The file size cannot exceed 25 megabytes. Once uploaded, instructions will be provided regarding payment of the $2,000 application fee via credit card or e-check. The application fee will be refunded if the application is not accepted. After the application is accepted, the fee is not refundable.

# **Public Disclosure of Information**

The Superintendent of Banking (Superintendent) may treat all information submitted with this application as public information unless the applicant properly requests that information be treated as confidential at the time of submitting the application. The Superintendent’s release of information is governed by Iowa Code Chapters 22 and 524 and Iowa Administrative Code (IAC) Chapter 187-7. The Superintendent will copy public records as required to comply with the public records laws.

Any request for confidential treatment of information must be included in a cover letter submitted with the application. In addition, the applicant must enumerate the specific grounds in Iowa Code Chapter 22 or other applicable law which supports treatment of the material as confidential.

Each page of the application upon which confidential information appears must be conspicuously marked as containing confidential information. **Applicants may not identify the entire application as confidential.**

If the applicant designates any portion of the application as confidential, the applicant must submit a “public” copy of the application from which the confidential information has been excised. The public copy must be clearly marked as “Public Copy — Excludes Confidential Information” and will be made available for public inspection and copying in accordance with the Iowa Division of Banking’s fee schedule. The confidential material must be excised from the public copy in such a way as to allow the public to determine the general nature of the material removed.

The Superintendent will treat the information marked confidential as confidential information if the Superintendent or a court of competent jurisdiction determines the information is entitled to confidential treatment under Iowa Code Chapter 22 or other applicable law. The Superintendent reserves the right to release information designated as confidential if the Superintendent determines there is no legal basis to withhold the information from public inspection.

It is the applicant’s responsibility to identify and properly excise the information it believes to be confidential from the public copy. The applicant’s failure to request confidential treatment of material or failure to provide a public copy with the confidential information excised will be deemed by the Superintendent as a waiver of any right to confidentiality, which the applicant may have had, and shall relieve the Superintendent from any responsibility if the information is viewed by the public or a competitor.

# **Publication**

No publication notices are required.

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**Applicant Bank**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Name: |  | | | | | | |
| Address: |  | | | | | | |
| City: |  | | County: |  | | | |
| State: | |  | | | ZIP Code: | |  |
| Contact person: | |  | | | | | |
| Email address: | |  | | | Phone: |  | |
|  | | | | | | | |

**Proposed Location**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Address: |  | | | | | | |
| City: |  | | | County: |  | | |
| State: | |  | | | | ZIP Code: |  |
| Proposed Opening Date: | | |  | | | | |
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**Supplemental Information**

Identify the proposed office or service (e.g., mobile bank office, courier service, or convenience office). Describe the services to be provided and include the days and hours of operation.

Describe the proposed general geographic service area.

If a proposed mobile or convenience office, provide a description of the premises to be occupied. If property is to be purchased, include a copy of the purchase agreement and a summary of the costs to be incurred to prepare the facility for occupancy, including furniture, fixtures, and equipment. In the case of new construction, provide a summary of the costs. Describe any plans for temporary quarters. If the property is to be leased, provide a copy of the proposed lease and a summary of the costs to prepare the leased premises for occupancy.

Provide details regarding any involvement in the proposal by any officer, director, shareholder (owning 10 percent of more), or their interests, including any financial arrangements related to fees, the acquisition or leasing of property, and construction contracts.

If different, indicate the name that will be used for this office or service. Also, list all financial institutions either headquartered or with offices in your proposed market area. If another institution uses the same or a similar name, indicate what steps you have taken to reduce the bank’s exposure to a trademark dispute over the name.

Provide a brief statement describing how the proposed transaction will meet the convenience and needs of the community Provide a copy of an acknowledgement, if applicable, that states when the bank picks up a deposit of a customer, such deposit is accepted by the bank at the time of the pickup.

Provide a board approved policy governing the operation of the proposed convenience or mobile office and/or service. The policy should be appropriate for the nature and scope of the bank’s use of the office or service and should, at a minimum, include the following:

* A description of the activities the bank will conduct from the mobile office, bank-owned courier service, or convenience office.
* A description of the actions the bank will take to protect the security of the office, employees, customers, customer financial information, and deposits. The security plan may include implementation of customer and employee security systems, such as security cameras, external lighting, and internal or attached protection zones.
* A requirement that the bank maintains deposit insurance coverage for the mobile office, bank-owned courier service, or convenience office.
* A requirement that the bank maintains adequate insurance coverage in case of robbery, accident, other loss of items, delay in the delivery of items to other destinations, and other liabilities associated with operating the office and/or service.
* A requirement that the bank maintains a daily log of operations, including descriptions of the time and locations of each stop made by the mobile office or bank-owned courier service, the hours a convenience office was operated, and the names of the bank personnel working at the mobile office, bank-owned courier service, or convenience office during those times.
* A description of what, if any, signage the bank will place on the mobile office, bank-owned courier service, or convenience office.
* For mobile offices and bank-owned courier services, addresses how the bank will determine the locations at which it will provide services and the times it will be at those locations.
* Address how the bank will ensure that the mobile office, bank-owned courier service, or convenience office is located in a safe location and that it has the necessary permission of the owner of the property where the mobile office, bank-owned courier service, or convenience office is located to operate at that location.

**ACKNOWLEDGEMENT**

The applicant hereby acknowledges that he/she has read the explanation about public disclosure of information contained in the application instructions and that he/she understands that the information submitted with the application will be treated as public information unless the applicant has requested confidential treatment of material in the application and submitted a “public” copy of the application from which the confidential information has been excised.

The undersigned hereby certify that the statements contained in this application are true to their best knowledge and belief.

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| Signature and Title |