ADM Investor Services, Inc.
New Accounts Department

Valley Futures Trading, LLC.
N1615 US Highway 10
Weyauwega, WI 54983
1-800-423-4665 FAX: (920) 867-4603

ACCOUNT OPENING CHECKLIST

Date: ___________ **Account No.** _________________ **Broker No.** __________________

Before submitting the account to the New Accounts Department, please make certain that the appropriate pages are completed prior to sending.

ALL ACCOUNTS MUST SUBMIT THE FOLLOWING:

____ Section E – Confidential Credit Information (All information must be fully completed and approved by IB)

- **NOTE: For partnership accounts, see attached email**

____ W9 and 1099B Combined Certification or W8 for foreign account (usually W8 BEN).

____ Customer Agreement

____ Risk Disclosure Statement for Futures and Options

____ Electronic Trading and Order Routing Systems Disclosure Statement

____ Copy of government issued photo identification for ALL signatories on the new account application paperwork.

Mandatory prior to opening account.

ADDITIONAL REQUIREMENTS FOR SPECIFIC TYPES OF ACCOUNTS:

Individual Account/Joint Account:

____ Section A – Individual / Joint or Sole Proprietorship.

Corporation/LLC :

____ Section B – Corporate or LLC Company Account

____ **Corporate – FULL Copy of the Articles of Incorporation identifying authorized signors or other legal document and page numbered 17 (Corporate Resolution) must be complete.**

____ **LLC – FULL Copy of the Operating Agreement identifying the members and managing member and page numbered 18 (LLC Authorization) must be complete.**

Partnership Account:

____ Section C – Partnership Account

____ **FULL Copy of Partnership Agreement and page numbered 19 (Partnership Authorization) must be complete.**

NOTE*

1. Limited Partnerships: If the partnership agreement clearly states the partner/officer with the authority to sign and open accounts and agreements and that person is clearly named in the agreement and acknowledged by the partnership as a whole then only that one person is required to sign the new account paperwork.
2. General Partnerships: 51% or more of the owners of the partnership are required to sign all of the new account paperwork.

Trust:

____ Section D – Trust Account

____ FULL Copy of Trust Agreement

____A signed Trust Indemnification may be required if Commodity Futures and Options trading are not specifically named as acceptable investments or purposes for the trust

The following forms are optional:

- Arbitration Agreement Application to receive customer statement and information by email
- Letter of Transfer (for accounts transferring in from another firm). The opposing FCM's information must be complete or the letter may be returned or not accepted.

IMPORTANT:

1. Copies of government issued ID are required for all signatories on account paperwork for Corporations, LLCs, Partnerships and Trusts.
2. If articles or documentation provided for Corporate, LLC or Partnership accounts do not detail or name current officers, directors, managers or owners ADMIS New Accounts may require further updated documentation explaining this information.
3. If an identification check returns inconclusive results, ADMIS New Accounts may request further documentation of government issued ID, proof of address, explanation of employment, etc. in order to complete the new account process.
4. Each account is different and unique and circumstances may arise when further documentation ,described or not described in this checklist, may be required. ADMIS New Accounts will make every effort to inform a broker in the quickest amount of time possible of these requirements.