

## PROCESS TO OPEN INTERNATIONAL BANK ACCOUNTS:

1. Email: [cam.international.vb.referrals@chase.com](mailto:cam.international.vb.referrals@chase.com) and cc [corey.t.fugitt@chase.com](mailto:corey.t.fugitt@chase.com)
  - a. The email needs:
    - i. Legal Name (what shows on passport)
    - ii. US address (can be hotel)
    - iii. Phone #
    - iv. Employer
2. After referral is received, our team will reach out to schedule an appointment with the employee and ensure they have the correct documents. They will assist to schedule the appointment with the branch.
3. Please reach out to Account Management Team if you have any issues:

**Primary:**

Corey Fugitt  
Client Account Manager  
Ph: 614-610-3778  
[corey.t.fugitt@chase.com](mailto:corey.t.fugitt@chase.com)

**Secondary:**

Lauren Meyer  
Client Account Manager  
Ph: 636-299-6204  
[lauren.meyer@jpmorgan.com](mailto:lauren.meyer@jpmorgan.com)

## DOCUMENTATION NEEDED AND ADDITIONAL INFORMATION:

To open a checking account, the client would need to show one primary ID and one secondary ID.

We have a virtual banker that can assist your clients if they would like to set up any accounts (other than apply for a mortgage). If our banker cannot set up the account digitally (for expats, they would have to open an account in a branch) she will complete a warm hand off and set up their appointment at a branch most convenient for them. She will prepare them for the documents that they need to bring to open an account.

For non-US citizens without a Green Card, the most common documents our Branch would need to have to open an account would be a passport and one secondary ID that shows their new address which could be the Employer letter with their current U.S. address (hotel is acceptable).

**Credit card process-** it will be manual and will have to speak with the Banker or Virtual Banking; the Branch banker should be able to assist with the manual application (in person); if they cannot go back into the branch, they can email our virtual banking team and request a phone call to assist with the manual application: Email - [cam.international.vb.referrals@chase.com](mailto:cam.international.vb.referrals@chase.com)

## Employer Letter Template

< BUSINESS LETTERHEAD >

<CURRENT DATE>

JPMorgan Chase Bank, N.A.

Attn: Chase Branch for New Account

270 Park Address

New York, NY 10017

Dear Sir or Madam,

Please be advised that, as of the date of this letter, <EMPLOYEE FULL NAME> is currently employed at <XXXXX>. <EMPLOYEE FULL NAME> currently resides at <U.S. RESIDENTIAL ADDRESS>. The employee also maintains a permanent foreign address of <FOREIGN RESIDENTIAL ADDRESS>.

Sincerely yours,

<AUTHORIZED INDIVIDUAL SIGNATURE>

<AUTHORIZED INDIVIDUAL NAME TYPED>

<AUTHORIZED INDIVIDUAL TITLE>