

**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 this means to you:** When you open an account, we 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.

**MEMBER IDENTITY INFORMATION**

Member/Owner \_\_\_\_\_ Member No. \_\_\_\_\_ Date of Birth \_\_\_\_\_  
 Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_  
 Residence \_\_\_\_\_ Physical Address \_\_\_\_\_  
 Business \_\_\_\_\_ (if different than address given above) \_\_\_\_\_  
 Occupation (for individual) \_\_\_\_\_ Employer \_\_\_\_\_  
 Nature of Business (for business) \_\_\_\_\_

**GOVERNMENT ISSUED IDENTIFICATION NUMBER**

SSN/EIN \_\_\_\_\_  
 If you do not have a SSN/EIN you must provide AT LEAST ONE of the following:  
 Individual Taxpayer Identification Number \_\_\_\_\_  Alien Identification Number \_\_\_\_\_  
 Passport Number \_\_\_\_\_ Country \_\_\_\_\_  
 Other Government Issued Document No. \_\_\_\_\_ Country \_\_\_\_\_  
 (with photograph or similar safeguard)  
 Describe Document: \_\_\_\_\_  
 \_\_\_\_\_

**NOTARY INFORMATION**

Complete if required by your credit union:  
 I certify that the information provided above is my true and correct identity information.  
 Signed \_\_\_\_\_ DATE \_\_\_\_\_  
MEMBER/OWNER  
 State of \_\_\_\_\_, County of \_\_\_\_\_  
 City, Town, Village of \_\_\_\_\_  
 This person named hereon personally came before me and signed above on this, the \_\_\_\_\_  
 day of \_\_\_\_\_, \_\_\_\_\_.  
 My commission expires on \_\_\_\_\_.  
 \_\_\_\_\_  
NOTARY SIGNATURE  
 \_\_\_\_\_  
PRINTED NAME

**For Notary Seal**  
 (or, use this area if credit union requires a thumb print identification)

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**FOR CREDIT UNION USE ONLY:**

**DOCUMENTARY VERIFICATION**

**Individuals**

- Driver's License No. \_\_\_\_\_ State \_\_\_\_\_ Issue Date \_\_\_\_\_ Exp. Date \_\_\_\_\_
- Student ID No. \_\_\_\_\_ School \_\_\_\_\_
- Passport No. \_\_\_\_\_ Date \_\_\_\_\_ Country \_\_\_\_\_ Exp. Date \_\_\_\_\_
- Employee ID No. \_\_\_\_\_ Employer \_\_\_\_\_
- Other Document No. \_\_\_\_\_ Describe Document \_\_\_\_\_  
Issuing Authority \_\_\_\_\_ Issue Date \_\_\_\_\_ Exp. Date \_\_\_\_\_

**Businesses and Other Organizations**

- Certified Articles of Incorporation Dated \_\_\_\_\_ State \_\_\_\_\_
- Partnership Agreement Dated \_\_\_\_\_ Names of Partners \_\_\_\_\_
- Business License No. \_\_\_\_\_ Date \_\_\_\_\_ Issuing Authority \_\_\_\_\_ Exp. Date \_\_\_\_\_
- Trust Instrument Dated \_\_\_\_\_ Name of Grantor(s) \_\_\_\_\_
- Other documents showing existence of entity (describe) \_\_\_\_\_
- Financial Statement of Business (describe business) \_\_\_\_\_

**NON-DOCUMENTARY VERIFICATION**

- Third Party Verification (credit bureaus, public data bases) Source \_\_\_\_\_
- Obtained References from Other Financial Institutions Name \_\_\_\_\_
- Contacted Member by:  Phone  Mail  E-Mail
- Other Sources \_\_\_\_\_

**DISCREPANCY DOCUMENTATION**

State any discrepancy in the identity information provided above discovered through the identity verification process and the resolution of the discrepancy.

**STAFF COMPLETION DOCUMENTATION**

Verification Completion Date \_\_\_\_\_ By \_\_\_\_\_  
Government List(s) Checked:  Treasury CIP LIST  OFAC  Other: \_\_\_\_\_  
List Verification Completion Date \_\_\_\_\_ By \_\_\_\_\_

**CREDIT UNION TIPS**

- 1) Members seeking to open a new account must have their identity verified. An account is a formal banking or business relationship established to provide services, dealings or financial transactions.  

Examples of products or services that constitute an account are as follows: <ul style="list-style-type: none"><li>▪ Opening share, saving, certificate, IRA, or other asset accounts</li><li>▪ Opening a credit account or other extensions of credit</li><li>▪ Safety Deposit boxes or other safekeeping services</li></ul>	An account does NOT include: <ul style="list-style-type: none"><li>▪ Check cashing</li><li>▪ Wire transfer</li><li>▪ Check or money order sales</li></ul>
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- 2) If a member does not have a residential or business street address collect the APO (Army Post Office) or FPO (Fleet Post Office) or street address of next of kin or other contact.
- 3) If a foreign business does not have a TIN, you must obtain an alternative government issued document certifying the existence of the business or enterprise.
- 4) If a member does not have a TIN but has applied for a TIN, you may open the account by confirming the application was filed and the member gets the TIN within a reasonable time after the account is opened.
- 5) When the identity of a business or organization cannot be verified your credit union's Customer Identity Program must contain procedures for obtaining and verifying identity information of individuals with authority or control over the account, including signatories.
- 6) Credit unions must determine whether the member appears on any list of known or suspected terrorists or terrorist organizations. The lists are issued by a federal government agency and designated by the Treasury Department as a list subject to CIP comparison requirements.

# MEMBER IDENTITY INFORMATION & VERIFICATION CARD

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### MEMBER IDENTITY INFORMATION

Member/Owner \_\_\_\_\_ Member No. \_\_\_\_\_ Date of Birth \_\_\_\_\_

Mailing Address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Residence \_\_\_\_\_  
 Business \_\_\_\_\_  
Physical Address (if different than address given above) \_\_\_\_\_

Occupation (for individual) \_\_\_\_\_ Employer \_\_\_\_\_

Nature of Business (for business) \_\_\_\_\_

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Signed \_\_\_\_\_ DATE \_\_\_\_\_  
MEMBER/OWNER

State of \_\_\_\_\_, County of \_\_\_\_\_

City, Town, Village of \_\_\_\_\_

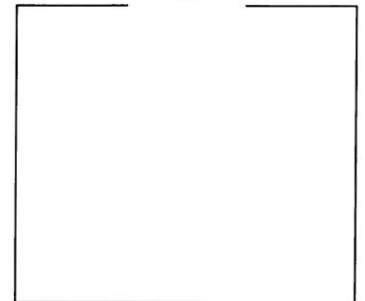
This person named hereon personally came before me and signed above on this, the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_.

My commission expires on \_\_\_\_\_.

NOTARY SIGNATURE

PRINTED NAME

**For Notary Seal**  
(or, use this area if credit union requires a thumb print identification)



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