

## Customer Identification Form

**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 for you: When you open an account, we will 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.**

### **Other information may include:**

Legal Name (First, middle, last)  
Social Security Number  
Physical/street address  
Mailing address  
Phone number (Home, cell, work, foreign, fax, other)  
Email address  
Identification document to include state issued ID or driver's license, military ID, or passport  
Contact information for next of kin (name, address, phone, relationship)  
Birth date/city  
Mother's maiden name  
Occupation  
Employer

**In addition to the information listed above for both the business (as applicable) and each authorized signer, we may need the following documentation for each entity listed below:**

#### **Sole Proprietor/DBA**

Social Security Number or Tax ID Number of Owner  
Business License

#### **Limited Liability Company (LLC)**

Tax ID Number of LLC  
Business License  
Articles of Organization  
Operating Agreement  
Certificate of Existence

#### **Partnership**

Tax ID Number of Partnership  
Business License  
Partnership Agreement  
Certificate of Partnership

#### **Not for Profit Organizations**

Tax ID Number of Organization  
Business License  
If incorporated, follow corporation guidelines  
If tax exempt, IRS documentation or tax return  
If not tax exempt, authorized letter

#### **Corporation**

Tax ID Number of Corporation  
Business License  
Articles of Incorporation  
Evidence of Corporate Existence