



## CONSUMER IDENTIFICATION PROGRAM (CIP)

### Approved Documents List — Individuals (customer/UBOs/signers)

If the individual provides one of the documents/IDs from Column A, then only the one is sufficient.

However, if the documents/IDs from Column A are not available, then the individual must provide EITHER:

- 2 documents/IDs from Column B; OR
- 1 document/ID from Column B AND 1 document/ID from Column C.

	<b>Column A (Primary Type of Document)</b>	<b>Column B (Secondary Type of Document)</b>	<b>Column C (Supporting Document, must be dated within 60 days)</b>
Proof of ID and/or Name	<ul style="list-style-type: none"> <li>• Passport (current, unexpired)</li> <li>• Driver's License (current, unexpired)</li> <li>• U.S. Military ID (active or retired)</li> <li>• Permanent Resident Card (current, unexpired)</li> <li>• Consular Identification Card (current, unexpired)</li> </ul>	<ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• Birth Certificate</li> <li>• Official U.S. Military record of service</li> <li>• Marriage Certificate</li> <li>• Divorce Decree</li> <li>• State-Issued Permit or ID (current, unexpired)</li> <li>• State-Issued Benefit Card (current, unexpired)</li> <li>• U.S. Tax Form (most recent, within the last 2 years):               <ul style="list-style-type: none"> <li>– W-2, Form 1099, Form 5498, Form 1098</li> </ul> </li> <li>• Certificate of Citizenship or Naturalization</li> <li>• Medicare Card (A, J, H, M, or T)</li> <li>• Court Order for Legal Name Change</li> </ul>	<ul style="list-style-type: none"> <li>• Utility Bill               <ul style="list-style-type: none"> <li>– Gas, electric, telephone, cable, etc.</li> </ul> </li> <li>• Financial Record               <ul style="list-style-type: none"> <li>– Bank, 401k, or investment/brokerage statement</li> </ul> </li> <li>• College/University Statement</li> <li>• Mortgage Statement</li> <li>• Life, Health, or Other Insurance Statement               <ul style="list-style-type: none"> <li>– Auto, Home, Boat, etc.</li> <li>– Medical Record: doctor, hospital, clinical</li> </ul> </li> <li>• Pay Stub</li> <li>• Lease Agreement</li> <li>• Vehicle Registration Card</li> <li>• Voter's Registration Card</li> </ul>
Proof of SSN	n/a	<ul style="list-style-type: none"> <li>• Social Security Card</li> <li>• U.S. Tax Form (most recent, within the last 2 years):               <ul style="list-style-type: none"> <li>– W-2, Form 1099, Form 5498, Form 1098</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Pay Stub (if the pay stub shows full SSN)</li> </ul>
Proof of DOB	<ul style="list-style-type: none"> <li>• Passport (current, unexpired)</li> <li>• Driver's License (current, unexpired)</li> <li>• U.S. Military ID (active or retired)</li> <li>• Permanent Resident Card (current, unexpired)</li> <li>• Consular Identification Card (current, unexpired)</li> </ul>	<ul style="list-style-type: none"> <li>• State-Issued Permit or ID (current, unexpired, and if it shows the individual's DOB on it)</li> <li>• Birth Certificate</li> <li>• Official U.S. Military record of service (if it shows the individual's DOB on it)</li> <li>• Certificate of Citizenship or Naturalization (if it shows the individual's DOB on it)</li> </ul>	n/a
Proof of Address/Residence	<ul style="list-style-type: none"> <li>• Driver's License (current, unexpired)</li> <li>• Consular Identification Card (current, unexpired)</li> </ul>	<ul style="list-style-type: none"> <li>• State-Issued Permit or ID (current, unexpired, and if it shows the individual's address on it)</li> <li>• U.S. Tax Form (most recent, within the last 2 years):               <ul style="list-style-type: none"> <li>– W-2, Form 1099, Form 5498, Form 1098</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Utility Bill               <ul style="list-style-type: none"> <li>– Gas, electric, telephone, cable, etc.</li> </ul> </li> <li>• Financial Record               <ul style="list-style-type: none"> <li>– Bank, 401k, or investment/brokerage statement</li> </ul> </li> <li>• College/University Statement</li> <li>• Mortgage Statement</li> <li>• Life, Health, or Other Insurance Statement               <ul style="list-style-type: none"> <li>– Auto, Home, Boat, etc.</li> <li>– Medical Record: doctor, hospital, clinical</li> </ul> </li> <li>• Pay Stub</li> <li>• Lease Agreement (most current lease)</li> <li>• Vehicle Registration Card</li> </ul>



## CONSUMER IDENTIFICATION PROGRAM (CIP) Approved Documents List — Legal Entities

	Proof of ID and/or Name	Proof of EIN/TIN	Proof of Address (Physical Address, no P.O. Box)
Primary Documents	<ul style="list-style-type: none"> <li>• Filed Certificate of Incorporation, Articles of Incorporation, Certification of Formation, or other formation document</li> <li>• Fictitious Name Registration Form (filed)</li> <li>• Executed Partnership Agreement</li> <li>• Executed Operating Agreement</li> <li>• Executed Resolution of Authority or By Laws</li> <li>• Executed Trust Agreement or Certificate of Trust</li> <li>• Estate Papers</li> <li>• Business License</li> <li>• Certificate of Good Standing from a government entity</li> <li>• 501(c)(3) letter</li> </ul>	<ul style="list-style-type: none"> <li>• SS-4</li> <li>• IRS EIN Confirmation Letter (Letter 147(c)) or webpage</li> <li>• 501(c)(3) letter</li> <li>• 2 years of the Entity's Filed Tax Returns (recent and consecutive years)</li> </ul>	<ul style="list-style-type: none"> <li>• SS-4</li> <li>• IRS Letter 147(c)</li> <li>• 501(c)(3) letter</li> <li>• 2 years of the Entity's Filed Tax Returns (recent and consecutive years)</li> </ul>
Secondary Documents	n/a	n/a	<ul style="list-style-type: none"> <li>• Executed Lease Agreement (most recent lease)</li> <li>• Utility Bill: (dated within 60 days)               <ul style="list-style-type: none"> <li>– Water, gas, electric, telephone, cable, etc.</li> </ul> </li> <li>• Financial Record: (dated within 60 days)               <ul style="list-style-type: none"> <li>– Bank or investment/brokerage statement</li> </ul> </li> <li>• Insurance Statement (date within 60 days)</li> </ul>