

# Instructions for Completing the Customer Identification Form

This page must be completed, even if you are closing your account immediately

## Customer Identification Form

This document must be completed by all account holders and payees



Matrix  
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To help the government fight the funding of terrorism and money laundering activities, federal law requires 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 need to capture certain information that allows us to verify your identity. The following information is required for all individuals who will be the registered owner or co-owner of an account or will be signing on behalf of a legal entity that will own the account.

The information you provide will be held strictly confidential. For more information, see the attached Privacy Policy.

### Account holder Information

Account Holder's Full Legal Name

Residential/street address (PO Box NOT accepted. APO/FPO military address IS acceptable)

Address Line 2

Daytime Phone Number

City/State/ZIP

E-Mail Address

Date of Birth

Social Security/ ITIN/ US Taxpayer ID No.

Check one:  US Citizen  Non-US Citizen residing in the US (Country of origin): \_\_\_\_\_  Nonresident Alien (Country): \_\_\_\_\_

### Identification Documents — Required for all account holders.

Please make a CLEAR, READABLE copy of each required document and attach it as a separate page. (Enlarge to full-page size if necessary. May need to be lightened or image-adjusted). If copies are not readable, this process may be delayed

#### Primary Form of ID\*—must include account owner's name and photo. Check only one:

Driver's License (state \_\_\_\_\_)  State ID Card (state \_\_\_\_\_)  Military ID Card

Passport (Country \_\_\_\_\_)  Permanent Resident Card  Other form of ID: \_\_\_\_\_

Number: \_\_\_\_\_ Issued date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

#### \*Note: You must provide information from a secondary form of ID below, ONLY IF:

• You are not a US citizen • Primary ID listed above is expired • Your residence address is different from the address on Primary ID, or from our account records • You are requesting distribution to be sent to an address other than a receiving financial institution, or your residential address, above.

#### Secondary Form of ID—must include account owner's name and current address.

Check one or more:

Non-US Driver's License or Government-issued ID  Residential utility service bill  Paycheck Stub  
 Student/organization/employer ID  Home/Auto/Renter Insurance documentation  W2 or other tax document  
 Bank/Investment/Loan Statement  Voter registration card  Other: \_\_\_\_\_

Number: \_\_\_\_\_ Issued By: \_\_\_\_\_ Issued date: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

#### Name-Change Document—must show both old and new legal names.

Will be required if your legal name has changed due to marriage, divorce or other legal action.

Check one:

Marriage certificate or license  Divorce decree or settlement  Other: \_\_\_\_\_

**Signature** Under penalty of perjury, I attest that the information above and on any attached documents reflects my true legal identity and is not intended for any fraudulent, illegal or deceptive purposes.

Signature

Date

### Account holder Information

Complete all information requested, including physical address and citizenship status

### Identification Document 1

Provide the information requested from your current driver's license or other form of state or government-issued ID.

**Please provide a legible copy of your ID for verification**

### Additional Identification Document(s)

Provide this information ONLY if: You are not a US citizen • Primary ID listed above is expired • Your residence address is different from the address on Primary ID, or from our account records • You are requesting distribution to be sent to an address other than your residential address, above.

### Name Change Document

If your name has changed due to marriage, divorce or other legal proceeding, you must provide documentation showing that change.

### Sign and Date

Review the information you have provided above and sign here to indicate that it is correct and complete