

RAPIDES FEDERAL CREDIT UNION
612 Broadway Avenue
Alexandria, LA 71302
(318) 445-2866

MEMBER IDENTITY INFORMATION & VERIFICATION CARD

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 _____, 20____.

My commission expires on _____, 20____.

NOTARY SIGNATURE _____

PRINTED NAME _____

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



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:
 - Opening share, saving, certificate, IRA, or other asset accounts
 - Opening a credit account or other extensions of credit
 - Safety Deposit boxes or other safekeeping servicesAn account does NOT include:
 - Check cashing
 - Wire transfer
 - Check or money order sales
- 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.