



Acceptable Identification Documents

Below is a list of acceptable “primary” and “secondary” forms of identification that are accepted by Interra Credit Union. This is a non-inclusive list and Interra reserves the right to accept or refuse any identification that is presented.

For new individual or sole proprietorship accountholder/authorized signers, two pieces of identification are required prior to opening or becoming a signatory on any type of account. Of the two pieces of identification, ONE must be a primary form of documentation. Sole Proprietors not using their last name as part of the business name must also provide one additional primary form of documentation evidencing the existence of the business.

For new entities (businesses/organizations), ONE primary form of documentation is required prior to opening any type of account.

Acceptable documents should be those that are properly registered or filed and approved with the appropriate government or issuing agency.

Individual – Primary ID

All documents must be unexpired in order to be considered acceptable.

- Driver’s License
- State Issued ID Card (more than 30 days old)
- Learner’s Permit
- U.S. Passport
- Foreign (Alien) Passport
- U.S. Military ID Card
- Permanent Resident Card
- Alien Registration Card
- Employment Authorization Card
- Nonresident Alien Border Crossing Card
- Nonimmigrant Visa & Border Crossing Card
- Matricula Consular Card
- Other government issued ID containing a picture

Individual – Secondary ID

- Firearm License or Permit
- Insurance Card
- Credit Card (Major or department store)
- Employee ID
- Student ID
- Welfare ID
- Original Birth Certificate
- Original Social Security Card
- ITIN Card or Authorization letter from IRS
- Sam’s Club Card
- Other Organizational Membership Card
- ATM card from another financial institution
- Payroll check stub with current name, address and SSN
- Utility Bill
- Property Tax Bill
- Voter Registration Card
- Other document deemed acceptable by Interra upon review.

Document specifications for businesses and organizations are available on page 2.

Sole Proprietorship – Primary ID

- Certificate of Assumed Business Name filed with county recorder's office (aka: Trade Name Record, Assumed Name Certificate, or Fictitious Name Certificate. Required if the individual is not using his/her last name as part of the business name.)
- EIN Certification, if applicable (IRS)
- Business Permit/License (IN Dept of Revenue)
- Sales Tax Certificate (IN Dept of Revenue)
- Seller's Permit (IN Dept of Revenue)

Corporation (profit and not for profit) – Primary ID

- Articles of Incorporation
- Certificate of Incorporation (Secretary of State)
- Certificate of Existence (Secretary of State)
- EIN Certification (IRS)
- Certificate of Assumed Business Name filed with Secretary of State (Used if operating under a different name than the legal entity.)
- Business Permit/License (IN Dept of Revenue)
- Sales Tax Certificate (IN Dept of Revenue)
- Seller's Permit (IN Dept of Revenue)
- Secretary of State online verification/Access IN

General Partnership – Primary ID

- Partnership Agreement
- EIN Certification (IRS)
- Certificate of Assumed Business Name filed with county recorder's office (Used if operating under a different name than the legal entity.)
- Business Permit/License (IN Dept of Revenue)
- Sales Tax Certificate (IN Dept of Revenue)
- Seller's Permit (IN Dept of Revenue)

Limited Partnership (LP) – Primary ID

- Certificate of Limited Partnership (Secretary of State)
- Partnership Agreement
- Certificate of Existence (Secretary of State)
- EIN Certification (IRS)
- Certificate of Assumed Business Name filed with Secretary of State (Used if operating under a different name than the legal entity.)
- Business Permit/License (IN Dept of Revenue)
- Sales Tax Certificate (IN Dept of Revenue)
- Seller's Permit (IN Dept of Revenue)
- Secretary of State online verification/Access IN

Limited Liability Partnership (LLP) – Primary ID

- Certificate of LLP (Secretary of State)
- Partnership Agreement
- Certificate of Existence (Secretary of State)
- EIN Certification (IRS)
- Certificate of Assumed Business Name filed with Secretary of State (Used if operating under a different name than the legal entity.)
- Business Permit/License (IN Dept of Revenue)
- Sales Tax Certificate (IN Dept of Revenue)
- Seller's Permit (IN Dept of Revenue)
- Secretary of State online verification/Access IN

Limited Liability Company (LLC) – Primary ID

- Articles of Organization (Secretary of State)
- Certificate of Existence (Secretary of State)
- EIN Certification (IRS)
- Certificate of Assumed Business Name filed with Secretary of State (Used if operating under a different name than the legal entity.)
- Business Permit/License (IN Dept of Revenue)
- Sales Tax Certificate (IN Dept of Revenue)
- Seller's Permit (IN Dept of Revenue)
- Secretary of State online verification/Access IN

Unincorporated Association, Religious, Charitable, Educational or Tax Exempt Organization – Primary ID

- EIN Certification (IRS)
- Bylaws
- Organizational Resolution stating authorized representative