



P.O. Box 727 Goshen, IN 46527-0727

# Notarized ID

**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 for you:** When you open an account, we will ask for your name, address, date of birth, tax identification number and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

I certify that the attached is a full, true and accurate reproduction of the unexpired government-issued photo identification document presented to me by:

\_\_\_\_\_ and \_\_\_\_\_  
[Accountholder/Authorized Signer's Name] [Accountholder/Authorized Signer's Name]

on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. The person presenting the document and signing below is the person pictured on the photo identification document and is to my knowledge the person identified therein.

\_\_\_\_\_ [Accountholder/Authorized Signer's Signature] \_\_\_\_\_ [Accountholder/Authorized Signer's Signature]

State of \_\_\_\_\_  
County of \_\_\_\_\_

Signed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ and \_\_\_\_\_

who appeared before me and produced the following identification:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ [Signature of Notary]

[Notary Seal]

\_\_\_\_\_ [Typed Name of Notary]

NOTARY PUBLIC

My commission expires: \_\_\_\_\_, 20\_\_\_\_.

**IMPORTANT INFORMATION**

Please attach a legible black and white copy of the photo identification document to this certification. The photocopy should be enlarged to at least 125% of the original document. In addition, you must also attach a copy of at least one other form of identification.

Please refer to the list of acceptable identification documents on the back of this form.

## 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 accountholders/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 existing accountholders/authorized signers, one piece of **primary** identification is acceptable if you are amending or opening an additional 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)
- Lerner'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

### Sole Proprietorship – Primary ID

- Certificate of Assumed Business Name filed with county recorders office (aka: Trade Name Record, Assumed Name Certificate, 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)