

NEW ACCOUNT OPENING DAILY PROCESS (FACE-TO-FACE)

Revised 09-2024

DATE: \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_ MSR: \_\_\_\_\_

MEMBER SERVICE REPRESENTATIVE:

**NOTE: IF ACCOUNT IS OPENED REMOTELY-USE "NEW ACCOUNT OPENING DAILY PROCESS (REMOTELY)" CHECKLIST**

\_\_\_\_ COLLECT VALID FORM OF IDENTIFICATION – (CHECK IDS USED):

Social Security number verification:

- \_\_\_\_ Social Security Card
- \_\_\_\_ Unexpired REAL ID/Unexpired REAL ID State Non-Driver's License
- \_\_\_\_ Unexpired Passport Book (Passbook Card not acceptable)
- \_\_\_\_ Birth Certificate for minors (UTMA accounts) plus one of the above for the custodian
- \_\_\_\_ SSA-89\*

\*If an unexpired REAL ID, unexpired REAL ID State Non-Driver's License, unexpired Passport Book (Passport Card not valid), or Social Security Card has been provided, no additional verification of Social Security number is required. For all others, the Credit Union must have all account signers complete Form SSA-89 in order to obtain positive verification through DataVerify within a reasonable time after account has been opened.

Picture and address verification:

- \_\_\_\_ Unexpired Picture Driver's License/REAL ID/REAL ID State Non-Driver's License
- \_\_\_\_ Unexpired Picture Non-Driver's Identification Card for adults and minors
- \_\_\_\_ Unexpired Passport Book (Passport Card not acceptable)
- \_\_\_\_ Unexpired Alien Identification Card
- \_\_\_\_ Expired Picture Driver's License/Real ID/REAL ID Driver's License (within 1 year)
- \_\_\_\_ Military Identification Card (Do NOT copy-Federal Regulation!)
- \_\_\_\_ Expired Military Identification Card (within 1 year) (Do NOT copy-Federal Regulation)
- \_\_\_\_ School Picture Identification Card for minors (unless UTMA Account)

Alternate documentation used at the discretion of the BSA Officer and justification noted on the Member Questionnaire form. These alternate documents include, but are not limited to:

- \_\_\_\_ Utility Bill
- \_\_\_\_ Attestation from US Post Office
- \_\_\_\_ Financial Statement
- \_\_\_\_ Signed and notarized rental agreement
- \_\_\_\_ Soft pull credit report through Factual Data

\_\_\_\_ OPEN ACCOUNT IN iPOWER  
\_\_\_\_ COMPLETE MEMBER QUESTIONNAIRE

\_\_\_\_ ORDER DEBIT CARD IF APPLICABLE  
\_\_\_\_ ORDER CHECKS IF APPLICABLE  
\_\_\_\_ FORWARD DOCUMENTS TO BSA/MEMBERSHIP OFFICER (SUE OR CATHY) ON \_\_\_/\_\_\_/20\_\_\_



BSA/MEMBERSHIP OFFICER (SUE OR CATHY):

\_\_\_\_ VERIFY SOCIAL SECURITY NUMBER THROUGH SOCIAL SECURITY CARD OR DATAVERIFY IF APPLICABLE  
\_\_\_\_ REVIEW MEMBERSHIP QUESTIONNAIRE  
\_\_\_\_ REVIEW MEMBERSHIP QUALIFICATIONS  
\_\_\_\_ FORWARD TO QUALITY CONTROL STAFF \_\_\_/\_\_\_/20\_\_\_



QUALITY CONTROL

\_\_\_\_ QUALITY CONTROL ON \_\_\_/\_\_\_/20\_\_\_ BY \_\_\_\_\_  
\_\_\_\_ SCAN DOCUMENTS (ACCT. CARD, MEMBERSHIP QUESTIONNAIRE, IDS, DATAVERIFY CONFIRMATION IF USED, POA/GUARDIANSHIP DOCS IF APPLICABLE, ETC.)  
\_\_\_\_ FILE DOCUMENTS \_\_\_/\_\_\_/20\_\_\_