

ID VERIFICATION

HSA

The USA Patriot Act, Federal Law requires all financial institutions to obtain, verify, and record information that identifies each individual or entity opening an HSA account. Please complete the information and submit copies of the necessary documentation to validate your identity via fax at (314) 909-6983 or securely to BATHSAoperations@paylocity.com. **Paylocity is required to close any HSA account that is not verified within 60 days. To maintain access to your HSA account, please provide the requested documentation as soon as possible.**

ACCOUNTHOLDER INFORMATION

Employer:		Social Security Number:	
Full Name:		Date of Birth:	Phone Number:
Address: (cannot be a PO Box)			
City:	State:	Zip Code:	
Signature:	Date:		

VALID FORMS OF IDENTIFICATION

We were unable to verify:	one form required for each identity verification type	
<u>Name</u>	▪ Driver's license ▪ Social Security Card ▪ Passport ▪ Birth Certificate ▪ Marriage Certificate	▪ Divorce Decree ▪ Legal Name Change Certificate ▪ State identification
<u>Address</u>	▪ Driver's License ▪ State Identification ▪ Current Phone/Utility Billing (Must be within 60 days) ▪ Home Title	▪ Lease Agreement ▪ Change of Address ▪ Homeowner's or Renter's Insurance ▪ Mortgage or Bank Loan ** all documentation must have current physical address
<u>Date of Birth</u>	▪ Driver's License ▪ Passport	▪ State Identification ▪ Birth Certificate
<u>Social security Number</u>	▪ Social Security Card	

VALID FORMS OF IDENTIFICATION FOR NONRESIDENT ALIENS

Please provide one of the following:	• ITIN Card • Passport • US Visa ** DHS Social Security Card is not a valid form of ID
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Questions? Please call the Paylocity Customer Service Team at (800) 631-3539 or batinfo@paylocity.com.

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