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# DOCUMENTATION Checklist Bank accounts

# Personal Current- or Time-Account

Account Number: Date: 6/4/2015

**[ ]  *Resident (onshore) personal Student account***

**[x]** Copy of a picture-ID (ID-card, valid passport or drivers-license) and address of the student

**[ ]**  Signature card, only in case of more than two (2) authorized signatories

**[x]** If the student is younger than eighteen (18) years of age, then also a declaration, picture-ID (ID-card, valid passport or drivers-license), signature and address of the parent(s) or tutor are required

**[x]** Declaration of the student’s school or a formal school ID-card

**[ ]  Personal accounts, where the customer is a US resident, then the documents required are:**

1. **W-9 form**
2. **Privacy Waiver**
3. **Social security number**

**Comments:**

**I hereby acknowledge receipt and reviewed all documents as required according to procedures.**

**Branch officer** **Branch Manager**