citi®

🏠 Acceptable Documents for Address Verification

Please provide (1) of the following documents to verify your address:

- **Utility Bill** (i.e. gas, electric, water, internet, or cable; cannot be mobile phone) that is less than 60 days old (dated 30 days prior to/30 days after application date)
- **Pay Stub** that is less than 60 days old (dated 30 days prior to/30 days after application date)
- **Mortgage Statement** that is less than 60 days old (dated 30 days prior to/30 days after application date)
- **U.S. Government Piece of Mail** (i.e. from the IRS, Social Security or other government agency) that is less than 60 days old (received 30 days prior to/30 days after application date) and is postmarked by the Post Office
- A current **Lease**, **Rental Agreement**, or **University Housing Agreement**
- Active Duty Military Only: **Army Post Office** or **Fleet Post Office** (need to include enlistment verification)

📋 How to Submit Your Documents

Head back to the DocuSign browser tab, where you can easily upload your document(s). Just click on the arrow and paper clip icon to attach a PDF or electronic image. Please double check that you have uploaded all of the required documents and that the image is clear and legible.

You can also send us the required documents by mail or fax:

- **Fax** – (866) 212-1597 or (866) 212-1598
- **Mail** – Send all requested information to:

    NEW ACCOUNT OPENING
    CITIBANK CLIENT SERVICES
    P.O. BOX 769010
    SAN ANTONIO, TEXAS 78245-9963

citi
Welcome what's next