

The following information must be provided when you apply at a Citibank branch:

1. Identification Document Verification:

A copy of ONE of the following must be provided with the application:

- Passport
- National ID Card
- Other valid, government-issued ID (example: U.S. Driver's License)
- If the client has a SSN, a copy of the SSN card is required

2. Income Verification:

One of the following documents for income verification must be provided:

- **Employment Verification Letter** dated less than 60 days ago (see sample letter on page 6)
- **Income Statement** from an accountant and most recent annual Tax Return
- Copy of two recent consecutive **bank statements** evidencing direct deposit of payroll
- Copy of two recent and consecutive **pay statements** or **pay stubs**

If self-employed or retired, applicant must provide an Income Statement from an accountant or Tax Return

3. Banking Reference Criteria:

The following banking reference criteria must be provided:

Screen prints of banking statements with an average balance of \$2,000.

(Screen prints must show account number, date opened, current account balance and average balance for the past 3 months and must be submitted with the application.)

The applicant must provide banking statements in English (financial information must be converted to U.S. Dollars).

4. Mailing Address Verification:

For **mailing address verification** the applicant must provide a copy of one of the following **only** if the address on the provided government-issued identification (item #1), Employment Verification Letter (item #2), or Bank Reference (item #3) is not the same as the mailing address on the application form. The item submitted must be recent and be issued in the name of the applicant.

- A Citibank checking/savings account screen print that shows the account number, account opening date, and the address. This applies only for applicants who have had an open Citibank checking/savings account for at least 3 months.
- A utility bill.
- A landline telephone bill.
- A lease agreement or an address verification letter. Personal banker needs to submit the consent form when either of the documents is given.

5. Outstanding Loans:

Does the client have any Outstanding Loans in the U.S.? ☐ Yes or ☐ No

If the client has Outstanding Loans, complete the following:

- What is the Outstanding Loan Amount in U.S. Currency? \$ _____
- What is the Total Monthly Payment against those loans in U.S. Currency? \$ _____

Does the client have any Outstanding Loans in their home country? ☐ Yes or ☐ No

If the client has Outstanding Loans in their home country, complete the following:

- What is the Outstanding Loan Amount in U.S. Currency? \$ _____
- What is the Total Monthly Payment against those loans in U.S. Currency? \$ _____

6. Customer Asset Information:

Please provide client asset information.

CUSTOMER ASSET INFORMATION					
Product Account Number	Product Type	Current Balance in Local Currency	Balance Conversion to Host Country \$	FX Rate as of Today's Date	Date
Example: 12345	Checking	35000			
Example: 34579	Money Market	12000			
Total:					