

Tutorial for completing KeyBank Retirement Account Customer Identification Form

**(Missing information will cause your document to be
returned and may delay any further processes
requested.)**



KeyBank Retirement Account Customer Identification Form

Bank Number: 3211

Social Security Number:

1

ACCOUNT HOLDER INFORMATION

Name

Legal Address

City, State, Zip Code

Country Date of Birth

Home Phone Business Phone

2

IDENTITY CERTIFICATIONS

IMPORTANT INFORMATION ABOUT PROCEDURES FOR OPENING NEW ACCOUNTS AT KEY
 To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each customer who opens an account. Therefore, all new and existing customers are subject to the identity verification requirements.
 When a customer opens an account with any entity within the KeyCorp family of companies, we will ask for their name, address and identification number, and, in the case of an individual, his or her date of birth. For trusts and estates, we may also obtain this information for individuals associated with the trust or estate. In all cases, Key is committed to protecting the privacy and identity of each of its customers.

Failure to supply this required information will prohibit us from completing this request.
 (Please refer to List A, Customer Identifying Documents for Individuals for acceptable types of ID.)

What type of ID is this? ID number

Indicate the following:

Which state/country issued it? Expiration Date Issue Date

3

ALL SECTIONS MUST BE COMPLETED

OCCUPATION AND INDUSTRY

What is your occupation?
 (Select and input information from list B)

What is your worker classification?
 (Circle one) Hourly Self-Employed Manager/Executive Student
 Retired Unemployed Salary/Non-Manager

Employer Name:

Which of the following best describes your employer industry?
 (Circle one)

Public Administration Retail Trade Construction Services
 Finance, Insurance & Real Estate Mining Manufacturing Wholesale Trade
 Transportation, Communications, Electric, Gas & Sanitary Services Agriculture, Forestry, Fishing, Landscaping

Which of the following most accurately describes the specific industry of your employer?
 (Select and input information from list C):

4

5

6

7

8

1. Start with your Social Security Number.
2. Complete everything in the Account Holder Information section. Do not skip anything! If your current name or address differs from the last information your employer had, you must provide documentary evidence of the change.
3. The information in this section is critical. Please refer to List A for acceptable types of ID. Please do not forget to supply the Expiration Date in mm/dd/yyyy format.
4. This section contains a drop down box. If you are filling this out on-line, this will help you select an acceptable occupation. If you have printed the form and are completing this by hand, please only use one of the occupations identified in List B.
5. If you feel that multiple answers apply, choose the primary classification.
6. Not required if you are retired, a student or unemployed.
7. Not required if you are retired, a student or unemployed.
8. This section contains a drop down box. If you are filling this out on-line, this will help you select an acceptable industry. If you have printed the form and are completing this by hand, please choose only one employer industry identified in List C. (Not required if you are retired, a student or unemployed.)

SOURCE OF INCOME

What is your Source of Income? (Check all that apply)

9

- Salary/ Wages
- Investments
- No Income
- Other
- Royalties
- Lottery Winnings
- Public Assistance
- Income From Family Owned Business
- Pension
- Real Estate
- Trust
- Chose Not To Respond

If other, please describe: _____

NRA / OFAC / VISA

What is your country (countries) of citizenship? 10 _____

What is your country of permanent residence? _____

Do you have a temporary residence and/or own real property outside of the United States? 11 YES NO

If yes, in which countries? _____

What is your current Visa status? (If applicable, check one) 12

- Asylum
- Diplomatic
- Tourist
- Visitor
- Authorized Work Permit
- Student
- Training
- No Visa

From what country did you obtain your Visa? _____

POLITICALLY EXPOSED PERSON

Are you, an immediate family member or close associate of a person who occupies or has occupied a high position in a foreign government? YES NO

Do you occupy, or have you occupied in the past, a high position for a foreign government? 13 YES NO

Do any beneficial parties to the account currently occupy, or have occupied in the past, a high position for a foreign government? YES NO

POUCH ACTIVITY

Do you anticipate any delivery method that involves the use of carrier or courier to transport currency, monetary instruments and other documents physically from outside the United States? (If yes, proceed to questions below.) YES NO

If yes, for what country (countries) will the delivery method that involves the use of carrier or courier to transport currency, monetary instruments and other documents physically from outside the United States originate? 14 _____

If yes, estimated ANNUAL dollar amount of delivery method that involves monetary instruments and other documents physically the use of carrier or courier to transport currency, from outside the United States? (Choose one)

- \$1 - \$3,000
- \$3,001 - \$5,000
- \$5,001 - \$10,000
- \$10,001 - \$25,000
- >\$25,000

If yes, what is the likely purpose of the pouch activity? (Check all that apply)

- Business
- Personal Travel
- Family Residing Abroad
- Regular Payment Abroad

SIGNATURES

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Customer signature _____ Date _____

9. You must complete at least one choice in this box or describe below.
10. You must complete your country of citizenship, e.g., US, Canada, etc.
11. You must complete the questions regarding your country of permanent residence and whether or not you have a temporary residence or property outside the US. If you indicate that you *do* have a temporary residence or property outside the US, you must tell us where.
12. You must complete this Visa information only if applicable. You must also indicate the country that you obtained your Visa from.
13. You must complete all three questions in this box.
14. Complete the first question. If your answer is yes, complete the next three choices in this box.
15. Your legal signature is required.

A. Customer Identifying Documents for Individuals (must have a photo and be unexpired to be a primary form of ID)

- U. S. Passport
- Foreign Passport (including Mexican and Canadian)
- U. S. Military ID Card
- U. S. State Driver's License
- Canadian Driver's License
- Mexican Driver's License
- Native American Tribal Identification Card
- Mexican Matrícula Consular Identification Card
- U. S. State ID Card (issued to residents of a U.S. State)
- Permanent Resident Card (Green Card) (Form I-551)

B. List of Occupations

Architects
Athletes and related workers
Clergy
Clerical occupations, except equip operator
Computer, mathem., & operations research
Computing & office equipment operators
Construction laborers
Construction occupations, n.e.c.
Construction trades
Dentists
Disabled
Editors, rptrs, pr spec & announcers
Elec. assem., install, repair, occupations
Engineering & related technology & technician
Engineers and surveyors
Excavate, grading, paving and related occupations
Extrictive occupations
Fabricators, assemblers & hand wkg occupations
Farm operators and managers
Fishers, hunters, and trappers
Fishery and related occupations
Food and bev. prep. and svc. occupation
Forestry and logging occupations
Health technologists & technicians
Homemaker
Insurance, secure, real est. & serv sales
Lawyers and judges
Machine operators and tenders
Machine setup operators
Machine trades occupations, n.e.c.
Management related occupations
Material moving occup. except transportation
Military occupations
Miscellaneous manual occupations
Miscellaneous personal svc occupation
Motor freight occupations
Natural scientists
Oc. In fabric. assem., repair of metal nec
Oc. In fabrication/repair of wood prod
Oc. In machine stone, clay, glass rel prod
Occupations in extraction of minerals
Occupations in metal fabricating, n.e.c.
Occupations in writing
Officials & administrators, public admin

Officials and administrators, other
Other agricultural & related occupations
Other health diagnosing & treating practice
Packaging and materials handling occupation
Painting, decorating and related occupation
Pharm. diet. therap., & phys assistants
Physicians
Plant and system operators
Precision production occupations
Private household occupations
Process of petro, coal, nativlg gas
Processing Occupations, N.E.C.
Prod inspectors, testers, samplers
Protective service occupations
Registered nurses
Religious workers/clergy
Retail
Sales occupation, consumable commodities
Sales occupation, services
Sales occupations, commodities
Sales related occupations
Science technologists & technicians
Service occup. except private heid & pro
Social and recreation workers
Social scientists & urban planners
Stenography, typing, filing, rel. occup.
Structural work occupations, n.e.c.
Student
Supervisors; clerical occupations
Supervisors; construction & extractive occup
Supervisors; marketing & sales occupations
Supervisors; mechanics & repairers
Supervisors; production occupations
Supervisors; service occupations
Supervisors; transport & material moving
Teachers, colleges & universities
Teachers, except college & university
Technic; except health, enging & sciences
Textile occupations
Unemployed
Unemployed wincome
Vehicle washers & equipment cleaners
Veterinarians
Vocational & educational counselors
Writers, artist, performers & related

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C. List of Industries

Accounting, Auditing, and Bookkeeping Services
Agricultural production – crops
Agricultural production – livestock
Agricultural – Other Agricultural services
Amusement and recreational services
Amusement Parks
Apparel and accessory stores
Art Dealers
Automatic Merchandising Machine Operator
Automobile Parking
Automotive dealers
Automotive repair and services
Babysitting Bureaus
Barber shops, Barber colleges
Bart, Drinking Places (Alcoholic Beverages)
Beauty shops, salons, manicure/pedure, cosmetology schools
Boat Dealers
Business Services – Other Miscellaneous
Carwashes
Casinos, Racinos, Card Rooms, Bookies, Lottery, and Bingo Pariors
Catalog and Mail – Order Houses
Civic, Social, and Fraternal Associations
Clothing alteration/repair and Laundry/Garment Service and Diaper Service
Coin-operated Amusement Devices including slot machines, arcade games, and jukeboxes
Communications
Computer programming, Data Processing, & Other Related Services
Construction – General building contractors
Construction – Heavy construction contractors
Construction – Special trade contractors
Diet and Weight Reducing Services
Drive-in Motion Picture Theaters
Dry-cleaning plants
Eating and drinking places – Other
Educational services
Electric, gas, and sanitary services
Engineering and management services
Finance – Branches and Agencies of Foreign Banks
Finance – Clearinghouses, Electronic Funds Transfer, Payment Processors
Finance – Commodity Contracts Brokers & Dealers
Finance – Depository institutions
Finance – Federal & Federally – Sponsored Credit Agencies
Finance – Foreign Trade and International Banking Institutions, International Trade Financing
Finance – Holding and other investment Offices
Finance – Investment Advice
Finance – Investors, NEC
Finance – Loan Brokers
Finance – Miscellaneous Business Credit Institution
Finance – Mortgage Bankers & Loan Correspondents
Finance – Non-Deposit Trust Facilities
Finance – Nondepository credit institutions
Finance – Personal Credit Institutions
Finance – Personal Credit Institutions
Finance – Real Estate Investment Trusts
Finance – Security Brokers, Dealers & Flotation Companies
Finance – Security, commodity brokers and service
Finance – Services Allied With the Exchange of Securities or Commodities, NEC
Finance – Short Term Business Credit Institutions
Finance – Trusts – Educational, Religious, and Charitable
Finance – Trusts, Except Educational, Religious, and Charitable
Fishing, hunting, and trapping
Forestry
Formal Wear and Costume Rental
Fruit and vegetable markets
Furniture, home furnishings and equipment stores
Gasoline Service Stations (with or without convenience stores)
Grocery stores, supermarkets (with or w/o general merchandise, Convenience stores (with or w/o gas)
Health Services
Hotels, Motels, Motor Inns, Lodging
Homes, rooming houses, camps, and other lodging places
Insurance agents, brokers and service
Insurance carriers
Laundry – Coin-operated Laundries and Drycleaning
Laundry – Garment Pressing, and Agents for Laundries and Drycleaners
Lawn and garden Services
Legal services
Liquor Stores
Manufacturing – Food and kindred products
Manufacturing – Apparel and other textile products
Manufacturing – Chemicals and allied products
Manufacturing – Electrical and electronic equipment
Manufacturing – Fabricated metal products
Manufacturing – Furniture and fixtures
Manufacturing – Industrial machinery and equipment
Manufacturing – Instruments and related products

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Manufacturing – Leather and leather products
Manufacturing – Lumber and wood products
Manufacturing – Miscellaneous manufacturing industries
Manufacturing – Paper and allied products
Manufacturing – Petroleum and coal products
Manufacturing – Primary metal industries
Manufacturing – Printing and publishing
Manufacturing – Rubber and miscellaneous plastics products
Manufacturing – Stone, clay, glass, and concrete products
Manufacturing – Textile mill products
Manufacturing – Tobacco manufacturers
Manufacturing – Transportation equipment
Membership organizations – Other Miscellaneous
Mining – Coal mining and Services
Mining – Metal mining and Services
Mining and Quarrying of Nonmetallic minerals, except fuels
Mining – Oil and gas extraction
Motion Picture Theaters (except drive-in)
Motorcycle Dealers
Museums, art galleries, botanical & zoological gardens
Ornamental Shrub and Tree Services
Other food stores
Pawnshops
Personal Services – Other Miscellaneous
Pipelines, except natural gas
Political Organizations
Postal Service U.S.
Private households services
Process Services, Patent Agents, Notaries Public and Paralegal Services and Bail Bonding
Public Adms programs
Public Administration – Executive, legislative, and general government
Public Administration – Finance, taxation, and monetary policy
Public Admin-International Affairs/Consulate
Diplomatic services – gov't Embassy, Foreign mission

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Public Administration – Justice, public order, and safety
Public Administration – National security and international affairs
Racing, Including Track Operations, Jockeys, Horse Trainers, and Race Car Owners and Drivers
Real estate
Recreational Vehicle Dealers
Religious Organizations
Repair services – Miscellaneous
Restaurants, Cafeterias, Snack Beverage Bars, Food Svc Contractors, Caterers, Dinner Theaters
Retail trade – Building materials, hardware, garden supply & mobile home
Retail trade – General merchandise stores
Retail trade – Other Miscellaneous Retail
Service Industries – Other Miscellaneous
Shoe Repair Shops and Shoeshine Pariors
Social Services
Taxis
Tobacco Stores and Stands
Transportation – air
Transportation – Local and interurban passenger transit
Transportation – Motor freight transportation and warehousing
Transportation – Other Miscellaneous
Transportation services
Transportation – Sightseeing Buses and Cable and Cog Railways
Transportation – Water Taxi
Transportation – Water transportation
Travel Agencies
Valet Parking Services
Veterinary Services
e – Beer and Ale
e – Flowers, Nursery Stock, and Florists Supplies
Wholesale trade – Fresh Fruits and Vegetables
Wholesale trade – other durable goods
Wholesale trade – other nondurable goods
Wholesale trade – Wine and Distilled Alcoholic Beverages
Wholesale – Jewelry, Watches, Precious Stones & Metals

These lists are for your use if you have printed the document without completing it on-line using the built-in drop down boxes. List A, B, and C are associated with sections 3, 4, and 8.