

**Texas Certified Development Company, Inc.  
Customer Identification Form – Non-Documentary**

<b>SBA Loan Number</b>		
<b>Borrower</b>		
<b>OC or Co-Borrower</b>		
<b>Person or Entity To Be Identified</b>		<b>TIN:</b>

**PART A: TCDC LOAN CONSULTANT TO COMPLETE:**

Reason Non-Documentary Verification is being used (*check all that are applicable*):

- Individual customer is unable to present an unexpired government-issued identification document that bears a photograph or similar safeguard
- The TCDC loan consultant is not familiar with the documents presented
- The 504 Loan is being made without obtaining documents (this should be an extremely unusual circumstance)
- The customer has applied for the 504 Loan without appearing in person (this should be an extremely unusual circumstance)
- TCDC is otherwise presented with circumstances that increase the risk that TCDC will be unable to verify the true identity of a customer through documents

**PART B: TCDC LOAN CONSULTANT TO COMPLETE:**

The following non-documentary methods of verification have been used (*check all that are applicable*):

- Contacting the customer  
Explain contact: \_\_\_\_\_  
\_\_\_\_\_
- Comparison of information with information from: \_\_\_\_\_ Date checked: \_\_\_\_\_
  - Consumer Reporting Agency      Name of Agency: \_\_\_\_\_
  - Public Database                      Name of Database: \_\_\_\_\_
  - Other Source                              Name of Source: \_\_\_\_\_
- References checked with Financial Institution      Name of Institution: \_\_\_\_\_  
Name of person providing reference: \_\_\_\_\_
- Obtaining Financial Statement                      Type of Financial Statement: \_\_\_\_\_  
Name of preparer: \_\_\_\_\_

IDENTIFICATION PERFORMED BY: \_\_\_\_\_  
*Insert Loan Consultant's Name*

**PART C: TCDC HEADQUARTERS TO COMPLETE:**

- CHECKED AGAINST <http://www.ustreas.gov/offices/eotffc/ofac/sdn/index.html> LIST; REVIEWED AS**  
 **ACCEPTABLE** or  **NOT ACCEPTABLE FOR SUBMISSION TO SBA AND FUNDING**

By: \_\_\_\_\_ Date Verified: \_\_\_\_\_  
*Insert Verifier's Name*

**IF NOT ACCEPTABLE FOR FUNDING, REFERRED TO SBA OFFICE OF INSPECTOR GENERAL  
VIA FRAUD HOTLINE AT 1-800-767-0385 ON \_\_\_\_\_, 20\_\_\_\_**  
**BY** \_\_\_\_\_

*Insert Reporter's Name*