



ACCOUNT REQUIREMENTS CHECKLIST FOR CARE FACILITY CLIENTS

All Amalgamated Bank care facility clients must maintain the correct account documentation for residents.

Care facilities are required do the following for all existing and new residents:

- Ensure that care facility residents complete and fully execute the *Agreement and Authorization for Care Facility Residents* form
- OR
- Ensure that care facility completes and fully executes the “Representative Payee’s Request to Open Account(s) at *Amalgamated Bank For Benefit of Health Care Facility Resident* form and provide a copy of the Social Security Administration “Retirement, Survivors and Disability Insurance” Representative Payee Assignment Letter
- Maintain a copy of the following to provide to Amalgamated Bank upon request:
 - *Agreement and Authorization for Care Facility Residents* form
 - Resident’s identification (see below for a complete list of acceptable forms of ID)
- Provide care facility residents with a copy of the *Disclosure Statement for Care Facility Accounts*

For your reference and convenience, the following documents are available on ABFAST™

- ABFAST™ Service Agreement
- Account Requirements Checklist for Care Facility Clients
- Agreement and Authorization for Care Facility Residents
- Disclosure Statement for Care Facility Accounts

Again, we may request a copy of these records for audit purposes.

**Accounts must NOT be opened without acceptable ID.
All identification presented must be current, as expired IDs are not acceptable.**

Acceptable Primary Identification (ID)

- Government-issued Driver’s License with photo (must be from one of fifty US states or DC)
- Government-issued Learner’s Permit with photo (must be from one of fifty US states or DC)
- Government-issued State Identification Card (non-driver’s license) with photo (must be from one of fifty US states or DC)
- US Military Identification Card or US Armed Forces Identification Card
- US Department of Veterans Affairs Identification Card
- US Global Entry Card
- Unexpired Passport with photo
- Unexpired NYS Benefits Card / Public Assistance Card with photo
- Unexpired Resident Alien Identification card with photo
- Unexpired INS Work Authorization with photo
- Certificate of U.S. Naturalization / Certificate of Citizenship with photo
- Mexican Matricula Consular Identification Card with photo
- NYC Identification Card (IDNYC)

Alternative Identification for Care Facility Residents

If none of the above are available, then two forms of identification from the list below are acceptable; **one of these must be from the Primary list.**

Acceptable Primary Identification

- Health Insurance Card
- Medicare/Medicaid Card
- MTA Senior Citizen ID Card
- Social Security Card

Acceptable Secondary Identification

- Organizational Membership Card
- Voter Registration Card
- Utility Bill
- Real Estate Tax Bill
- Birth Certificate
- Marriage certificate or divorce decree (name match only)
- Income tax records or Social Security Award Letter or W-2* (must be most recent year)
- Prescription Drug Card