

# **Minnesota Business Finance Corporation**

## **PLEASE READ**

### **IMPORTANT INFORMATION ABOUT IDENTIFICATION PROCEDURES FOR PROCESSING A 504 LOAN**

To help the government fight the funding of terrorism and money laundering activities, Federal law requires Certified Development Companies to obtain, verify, and record information that identifies each person who applies for a 504 loan.

What this means for you:

When you apply for a 504 loan, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

**Minnesota Business Finance Corporation  
Customer Identification Program  
Intake Identity Form**

This Customer Identification Program Intake Identity Form must be used whenever Customer Identification Program identity information about a Borrower, EPC, OC, Co-Borrower, or its managing or controlling person or entity is not available through an SBA Form 912 (Statement of Personal History) or SBA Form 1244, Part B (Application for Section 504 Loan). Example: where a limited liability company EPC is in the process of being formed during the 504 Loan application process.

<b>Name of Applicant / Borrower</b>	
<b>Date of Birth for an Individual</b>	
<b>Address*</b>	<hr/> <hr/> <hr/>

*\* For an individual, the address must be his/her residential or business street address or, if the individual has no residential or business street address, then his/her Army Post Office (APO) or Fleet Post Office (FPO) box number, or the residential or business street address of the individual's next of kin or other contact individual.*

*\* For an entity, this must be the entity's principal place of business, local office, or other physical location.*

<b>Identification Number #</b>	
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*# For a U.S. person (meaning a U.S. citizen or an entity organized under the laws of a state, the District of Columbia or the United States), this must be the person's taxpayer identification number.*

*# For a non-U.S. person, this must be one or more of the following:*

- 1. A taxpayer identification number*
- 2. A passport number and country of issuance*
- 3. An alien identification card number*
- 4. The number and country of issuance of any other government-issued document evidencing nationality or residence and bearing a photograph or similar safeguard*

*If the customer has applied for, but not yet received a taxpayer identification number (TIN) at the time of 504 Loan application, then the CDC loan processor or loan closer must confirm, before submitting the 504 Loan to SBA for funding, that the TIN application has been filed and the TIN actually issued. Please remind the customer to provide the taxpayer identification number as soon as it is received.*

**CAUTION:** Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of your loan, surety bond, or other program participation. A false statement is punishable under 18 USC 1001 by imprisonment of not more than five years and/or a fine of not more than \$10,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

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I have read and have received a copy of the notice regarding the Identification Procedures for processing a 504 loan.

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(Name – Please print)

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(Date)

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(Signature)