



**Checklist for Personal Criminal History  
EFT Authorization Statement**  
Please check when you have completed each section

1. \_\_\_\_ **All sections** have been completed, and information is printed clearly or typed.
2. \_\_\_\_ Any sections that do not apply must be filled in with “N/A”.
3. \_\_\_\_ Social Security number, **required**.
4. \_\_\_\_ If not a citizen **Alien Registration number/visa number** has been listed, or copy of document attached to statement.
5. \_\_\_\_ **“YES” or “NO”** has been marked on the CRIMINAL HISTORY STATEMENT section. If you fail to disclose an offense, it will be counted against you as a non-disclosure. You must:
  - List all offenses, **including Juvenile Criminal History**.
6. \_\_\_\_ Forms have been **signed and dated**.
7. \_\_\_\_ A voided check has been attached to the Substitute W-9 and EFT Authorization form **or** bank information is completed.
8. \_\_\_\_ **Checking** or **Savings** account has been marked.

**If you have any questions, please call Customer Service at (360) 664-4820**

**Definitions of terms**

**Sole Proprietor:** A single individual or a legally married couple.

**Partner:** An individual who has joined in agreement with another individual(s).

**Spouse:** The spouse of a sole proprietor, partner or and LLC member/manager.

**LLC Member:** An individual who is a member of an LLC.

**LLC Manager:** An individual who is a manager of an LLC.

**Corporate Officer:** An individual who holds office in a corporation.

**Stockholder:** An individual who owns stock in a corporation.

**Financier:** An individual who has loaned, gifted or invested money into the business.