

## CLIENT CHECKLIST

**All the information below is required when credit reports are needed**

1. Signed NSS Screening Agreement
2. COMPLETE Membership Application
3. Copy of business license or valid substitutions: 
  - Articles of Incorporation
  - Articles of Partnership
  - Federal Tax ID Certificate
  - State Tax ID
4. Access Security Document
5. TU Addendum
6. Letter of Intent - On Company Letterhead

New accounts will not be set up until checklist is complete and information verified.



