

# **Select Employee Group New Account Checklist**

#### We MUST receive:

- ? Completed, signed, and dated Account Card
- ? Two (2) copies of Identification (See Identification section below)
- ? First deposit (See deposit section below)

## Copies of Identification

Please make sure your copies are readable!

Send a current, valid copy of one (1) of the following:

- ? Valid driver's license
- ? Valid Alabama Non-driver's license
- ? Military ID
- ? Passport
- ? Certificate of US Citizenship
- ? Certificate of Naturalization
- ? Permanent Resident Card (INS I-551 with a 10 year expiration date)

### AND send a current, valid copy of one (1) of the following:

- ? Major credit card (Visa, Master Card, American Express, or Discover)
- ? Current utility bill with YOUR name and address
- ? Employer's photo identification card
- ? Alabama college, university, technical, or professional school photo identification card
- ? Craft/Trade License issued by the State of Alabama or local government that includes a photo ID and physical description (Example: electrical license)
- ? Pilot's license issued by the FAA

### First Deposit Amounts

Send a check or money order for each of the accounts you are opening:

- ? \$5.00 for each Savings Account
- ? \$25.00 for a Checking Account

## Questions?

#### Contact us:

- Call Center: 1-800-24TELCO (1.800.248.3526)
- Local branch: https://www.alatelco.org/infodesk/branches