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Request for Social Insurance Number (SIN) and Valid I.D.

Access Copyright cannot process your affiliation application until we receive the following from you:

1. **Copies of at least two (2) pieces of identification.** We require <u>clear and legible</u> copies of your identification for anti-fraud purposes. Criteria for acceptable identification are outlined on page two. Please note: Your mailing address must match the address on your identification. If your mailing address is different from your identification, please also provide a current utility or credit card bill with your name and mailing address.

2. **Social Insurance Number (SIN).** Royalties paid to you directly by Access Copyright are considered taxable income and Access Copyright requires your SIN for income-tax reporting purposes.

All personal information collected will be treated in accordance with our privacy policy: (https://www.accesscopyright.ca/about-us/privacy-policy/).

Personal Information

Name:

Address:

City:

Province: Postal Code:

Email:

Signature:

Social Insurance Number

SIN (999 999 999):

Identification:
Please see page two for acceptable forms of identification.

Please list the type of identification you have submitted copies of. (*E.g., Ontario Driver's License*)
1. _____
2. _____

☐ Both are valid, i.e. not expired   ☐ One is government issued
☐ One includes my photo   ☐ One includes my mailing address
☐ One includes my signature   ☐ All are clear & legible

Please return your completed form and copies of your identification by email to affiliates@accesscopyright.ca or by mail to 56 Wellesley Street West, 3rd Floor, Toronto, ON, M5S 2S3.

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Acceptable Forms of Identification

Please provide us with a **photocopy or scan of at least two (2) pieces of identification**. All pieces must be valid (i.e. not expired) and at least one piece of identification must meet the following criteria: be government issued, include a photo, a signature and a mailing address.

Acceptable forms of federal, provincial and territorial government issued identification(s) include:

Federal Government:
- Canadian passport
- Certificate of Canadian citizenship or Permanent Resident Card
- Old Age Security card issued by the Government of Canada
- Canadian Armed Forces identity card
- Certificate of Indian Status issued by the Government of Canada

Provincial and Territorial Governments:
- Driver's licence
- Health card
- Birth, marriage or change of name certificates

Other forms of acceptable non-government issued ID with your name can include student cards, society membership cards, credit cards, etc.