



## 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 clear and legible 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:

<http://www.accesscopyright.ca/privacy>.

### **Personal Information**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

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

### **Social Insurance Number**

SIN (999 999 999): 

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### **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. \_\_\_\_\_

- |   |  |
|---|--|
| <input type="checkbox"/> Both are valid, i.e. not expired | <input type="checkbox"/> One is government issued        |
| <input type="checkbox"/> One includes my photo            | <input type="checkbox"/> One includes my mailing address |
| <input type="checkbox"/> One includes my signature        | <input type="checkbox"/> All are clear & legible         |

Please return your completed form and copies of your identification by email to [affiliates@accesscopyright.ca](mailto:affiliates@accesscopyright.ca) or by mail to 320 – 56 Wellesley St. W., Toronto, ON, M5S 2S3.



## 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. If all criteria are not met between the two pieces of identification, please submit other pieces to fulfill all requirements.

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.