

# Requirements for Physical Customers

**Complete and sign the required forms or documents provided by the Branch for the product or service**

**Present original current identification document**

- Photocopy of both sides of the identification card for nationals, copy of the pages of the passport that contain information or stamps for non-resident aliens or a copy of identification documents accepted by the General Immigration and Alien Administration and Diplomatic identification documents issued by the Ministry of Foreign Affairs. A second current identification is also required.

**Address Form:**

- Complete and sign the affidavit form provided by the branch attesting to your residence. Utility bills are also acceptable to meet this requirement.

**Salaried / Pensioned Persons**

- Statement of Payment of Social Security (for the latest 3-month reporting period) / certification of pension.

### **Persons with Independent Income:**

- Compulsory Affidavit on Income Tax Return for the latest fiscal year (There are some exceptions to this requirement, consult with your branch officer). If the physical person is not exempt from this requirement, he/she must submit evidence to support it. You may attach the following documents to the Income Tax Return: audited or internal financial statements for the latest fiscal year (with a 6 month or earlier cutoff date), in the latter case this must be duly certified by the accountant and legal representative; certification based on accounting books, certification of income from a C.P.A. issued no later than 3 months prior, service contract, invoices, I.P.A., if income is less than US\$2,000 or the equivalent in colones, among others.
- If the branch office requests it, present two letters of reference (bank, personal or business) addressed to Scotiabank de Costa Rica.

**If you are a Non-Resident Customer, ask if there are any additional requirements.**