

### *Settlement Program Identity Verification Process*

- 1. *Introduction.*** The Settlement Program asks every claimant to provide a Social Security number (“SSN”), Individual Taxpayer Identification Number (“ITIN”), or Employer Identification Number (“EIN”) on the Registration Form. We use that number as a unique identifier to keep claimants separate in the Program. When we receive the Registration Form, we have to verify the accuracy of the SSN, ITIN, or EIN that provided by the claimant, to make sure we have the right number and that the number exists and does not belong to anyone else. We do this verification step for several reasons:

  - (a) The SSN, ITIN or EIN is the only way to give each claimant a unique identifier, which is necessary for tracking, processing and payment purposes.
  - (b) It enables us to link a Deepwater Horizon claimant to a previous GCCF claim, copy existing documents to the new claim and account for any previous offers or payments.
  - (c) Further, we need accurate and genuine taxpayer numbers to prevent issuing payments to fictitious taxpayers or paying the same claim more than once.
  
- 2. *Documentation Required to Verify Identity.*** If we are able to verify from what the claimant provides or through our own research that the SSN, ITIN, or EIN on the Registration Form belongs to the claimant, then the claimant does not need to provide any further information or documentation. In a small percentage of claims, we will not be able to match the SSN, ITIN, or EIN to an existing, authentic number, often because a digit has been transposed, there are other typos in the number or because the name associated with that number in the official governmental records is different from the name the claimant provided. If we are unable to verify the claimant’s SSN, ITIN or EIN, we have to ask the claimant to help us confirm the number and will ask the claimant to provide additional information, as described below:

  - (a) Social Security Numbers. If the claimant uses a SSN, the claimant must provide all three of these:
    1. A legible copy of the claimant’s Social Security Card or an official, stamped printout of your SSN from a Social Security Administration (“SSA”) office. If they do not have a copy of the SSN Card, the claimant can request a replacement by contacting the SSA online at <http://www.ssa.gov/ssnumber> or by calling 1-800-772-1213.
    2. A completed, signed and dated SSA-89 Consent Form authorizing us to contact the SSA database directly for the claimant.
    3. A list of all names the claimant has used in the last ten years, including maiden names, married names, alternative spellings and aliases.

- (b) Individual Taxpayer Identification Numbers. If the claimant uses an ITIN, the claimant must provide both of these:
1. A legible copy of their ITIN card or an official letter from the Internal Revenue Service (“IRS”) displaying the claimant’s name and ITIN. If the claimant does not have a copy of an ITIN Card or an official letter from the IRS, the claimant can request a replacement card or letter by calling the IRS at 1-800-829-1040.
  2. A list of all names the claimant has used in the last ten years, including maiden names, married names, alternative spellings and aliases.
- (c) Employer Identification Numbers. If the claimant uses an EIN, the claimant must provide both of these:
1. A legible copy of an official letter from the IRS displaying the claimant’s name and EIN. If the claimant does not have a copy of the official letter from the IRS, the claimant can request a replacement by calling the IRS Business and Specialty Tax Line at (800) 829-4933.
  2. A list of all business names the claimant has used in the last ten years including alternative spellings and aliases. If the claimant is a company doing business as another company, they must include that company’s full name and any alternative EINs.

**NOTE: A claimant does not have to provide these documents unless and until we notify the claimant that we have been unable to verify the claimant’s SSN, ITIN or EIN.**