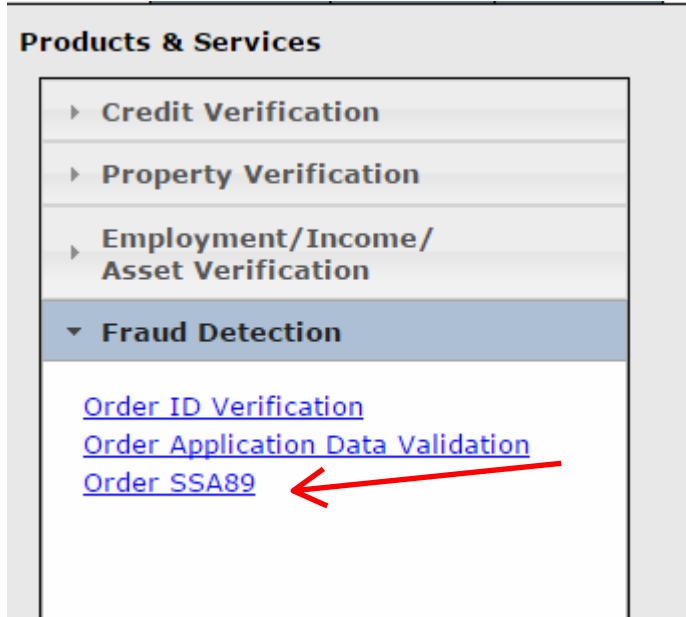


How to Order SSA89 from CIS

From the main desktop screen in the [CIS ordering platform](#), choose the **Fraud Detection** category of Products & Services, then select **Order SSA89**:



On the following screen, fill in required fields, upload both pages of SSA89 form, and select **Order**.

The screenshot shows the "SSA 89" form in a web browser. The browser address bar shows "https://cis.meridianlink.com/shared/identity_search/SearchInput.aspx". The page title is "CIS INFORMATION SERVICES". The breadcrumb trail is "Main > Identity Verification". The form has a "File #" dropdown in the top right. The "SSA 89" section includes a "Branch" dropdown (SANDYS MORTGAGE COMPANY-CIS-8888) and a "User" dropdown (SHARIN PEET) with a "Cancel" button. Below this is the "Borrower Information" section with fields for "Reference#", "Email Notification" (speet@cisinfo.net), "First Name", "Middle Name", "Last Name", "Suffix", "SSN", "DOB", and "Home Phone". There is an "Upload Signed SSA 89 Form (PDF File smaller than 2MB)" section with a "Choose File" button (No file chosen) and a "Download SSA 89 Form" link. On the right, the "Options" section has a "Pay by credit card" checkbox and an "Order" button.

Note: An Attestation form must be on file with CIS before SSA89 requests will process.

SEE BELOW INSTRUCTIONS FOR COMPLETING THE SSA89 REQUEST FORM:

Instructions for completing FORM SSA-89 Authorization for SSA to Release SSN Verification:

1. The Form SSA-89 must be filled out completely and legibly.
2. The SSN Number Holder must sign the Form SSA-89.
3. **No modifications, edits, strikeouts can be made to the signed copy of the Form SSA-89. If you make a mistake, start again with a clean form.**
4. An imaged copy of the completed and signed Form SSA-89 must accompany the online request for SSN verification.

If the online request does not match the Form SSA-89 information it will not be processed.
Both pages of the SSA-89 form must be uploaded with your order!

Required information to complete the Form SSA-89:

Printed Name: Name of SSN "Number Holder", exactly as used with SSA

Date of Birth: DOB of the Number Holder

SSN: SSN of the Number Holder

Specific Purpose: Do not provide Identity Verification or Proof of Identity as a purpose. Common purposes may include:

- Seeking a mortgage from the company
- Seeking to rent from the company
- Background Check or Pre-Employment Screening To be licensed
- Credit check
- Seeking employment from the company Seeking to volunteer for the company

Company Name: This is the name of the company the Number Holder is authorizing to verify their SSN. Make sure company information is complete including company name, street address, city, state, zip code.

Company Agent: This field is prefilled; it contains the name of the authorized service provider and cannot be changed!
PitchPoint Solutions Corp.
8586 Potter Park Drive, STE 108, Sarasota, FL 34238

Signature: The Form SSA-89 must be physically wet-signed and dated by the Number Holder.

Consumer Contact Info: The Number Holder's contact information must be filled out completely and legibly including address, city/state/zip, phone number.