


Top 10 +1 Cleansing List

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| <p>1. Do not use commas in organization names. Enter – BARRY’S FARM SALES INC. Don’t Enter - BARRY’S FARM SALES, INC.</p> | <p>6. Put C/O in the Title Remarks field followed by routing information. Enter - C/O SMITH, JOHN (in Title Remarks) Don’t Enter - SMITH, JOHN C/O JONES, SARAH (in name field)</p> |
| <p>2. Always connect owners with 'AND' or 'OR' not 'AND/OR' for Joint Ownership. Enter – SMITH, JOHN AND SMITH, SUSAN Don’t Enter - SMITH, JOHN AND/OR SMITH, SUSAN</p> | <p>7. Always enter the correct social security number for EACH individual. Enter - SMITH, JOHN 412-12-1212 AND SMITH, SUSAN 412-12- 3445 Don’t Enter – SMITH, JOHN 412-12-1212 AND SMITH, SUSAN 412-12-1212</p> |
| <p>3. When using multiple connectors for more than two owners, use the same connector for all. Enter – SMITH, JOHN AND SMITH, SUSAN AND SMITH, ROBERT Don’t Enter - SMITH, JOHN AND SMITH, SUSAN OR SMITH, ROBERT</p> | <p>8. Enter correct FEIN for organizations.</p> |
| <p>4. The Name field for an individual should contain only letters, spaces, hyphens, commas, and apostrophes.</p> | <p>9. Enter data in the properly labeled field. Abbreviate if necessary.</p> |
| <p>5. Recommended name format for individuals: Last Name, <i>space</i> First Name <i>space</i> Middle Name or Initial <i>space</i> Suffix Use complete names instead of nicknames or initials. Enter – SMITH, JOHN JR AND SMITH, SUSAN B Don’t Enter - SMITH, JOHNNY AND SMITH, S B</p>  | <p>10. Enter complete names and addresses for Lienholders.</p> <p>+1 First Address Standardization Rules – PO Box Standardization - Enter in following format: PO Box ## (PO BOX 23) Direction Standardization - Enter abbreviation (N, S, E, W, NE, NW, SE, SW) Street Standardization - Enter abbreviation (ST)</p> <p style="text-align: center;">Many More to Follow!!!</p> |