



## DENVER C REGION HUD BROKER REGISTRATION: KS-MO-OK

Please Note: Recertification and/or corrections require the same paperwork as new applications.  
NAIDs are issued to **BROKERS** only. Agents and associates will use their broker's registration for bidding.

### Broker Registration Checklist (ALL Documents listed below are required with all applications)

- SAMS-1111 Payee Name and Address
- SAMS-1111A Selling Broker Certification
- EIN/SSN Supporting Documents
- Copy of Driver's License
- Copy of Broker License
- Copy of Utility Bill/Bank Statement

**SAMS-1111 (form rev. 12/2007):** This form must have original signature signed in BLUE ink. HUD will not accept copies/faxes/emails.

**Section I:** NEW broker, check 1a. Recertifying broker making changes check 1b, Recertifying broker, check 1d. DO NOT FOLLOW DIRECTIONS UNDER 1b or 1d. **The form must be completed to line 20.**

- If 1b or 1d - **HUD REQUIRES ALL FIELDS per below (disregard the form's instructions)**

**Section II: Items 2-20: Required (#9 or #10 if applicable)**

Items 2a, 2b and 2c OR 3a and 3b (NOT BOTH SECTIONS)

- 2b **MUST match the company name on the Tax Verification Document**
- "DBA" may be listed under Item 9.
- Item 4- Fill in NAID if currently registered (even if NAID is inactive)
- Item 5 – DC ; Item 6 – SB - for Selling Broker
- Item 8 must be **physical address** (P.O Box or remittance address may go in # 10)
- Item 14: Contact Person: **Email** should be for the Broker of Record. **Fax number required**
- Items 17-20: Must be completed by broker; signature signed in BLUE ink.

**Section III: "FOR HUD USE ONLY". Please do not sign this section.**

**SAMS-1111 A (this form must have original signatures signed in BLUE ink, HUD will not accept copies/faxes/emails)**

- Broker must sign and date under **Earnest Money Deposit column (required)** and **Nondiscrimination column (if box is checked and broker does not sign under Nondiscrimination column, the local board's name must be provided).**
- **EIN/SSN/TIN must match** Line 2a OR 3a of the SAMS-1111 form, the number to be registered with your NAID number.
- **Complete all fields at the bottom of the form.** (company name must match line 2b of SAMS-1111)
- Broker license number must match copy of license provided. (Please see License Requirements below)

**Driver's License (must have valid expiration date)**

- Must be a legible copy with visible picture and expiration date.

**Broker License (License must have at least 60 days until expiration, or HUD WILL NOT PROCESS.)**

- **Oklahoma ONLY: Copy of the pocket card for Broker's license is required showing expiration date.**
- **Missouri ONLY:** For LLC's **only**, provide the "Broker-Associate" license for the Broker of Record.

**Bank statement or Utility Bill (gas, electric, water, phone, internet-clearly stating utility service provided, NO INVOICES please)**

- Must be in either the name of the company, the "trade/business name" of the company, or broker of record
- Must display the physical company address listed on line 8 or remittance address listed on line 10 on the SAMS 1111 form.
- Must be less than 45 days old and clearly state bank institution or utility company contact information.

**If registering with an EIN/FID/Tax ID one of the following"**

- Letter 147 C – IRS letter – must reference EIN and Legal company name
- Payment Coupon (form 8109) –Label must be printed by the IRS
- Employer's Quarterly Federal Tax Return (form 941) label must be printed/mailed by IRS
- Letter/fax with Dept. of Treasury/IRS letterhead with TIN# and company name. You can contact **IRS** at **1-800-829-4933** to request a letter showing TIN and legal name of company

**If registering with Social Security Number**

- Send copy of signed social security card (name on card must match all other documents)