



RAILINC | CIF Name Verification Matrix

There are several Transaction Types carriers submit to the Customer Identification File (CIF) that must be accompanied by supporting documentation as listed in the CIF Name Verification Matrix below. The Transaction Types are as follows: New Entity (NE), Name Change (NC), Name Correction (NX), DBA Sub-location Add (SA), and DBA Sub-location Change (SC). For an Out of Business (OB) request, it is mandatory that a user include in the SPI comment field the reason why they have requested the record to be expired (for example, phone disconnected or no longer in business at this location). If the carrier has spoken to someone regarding the closure of a location, the name of the person must be provided. This matrix lists different types of acceptable supporting documentation and assigns a weight (points) for each type of document.

To successfully submit a request for the above Transaction Types, the supporting documentation you provide must have a total weight of 10 points or greater. Any request that does not have sufficient supporting documentation will be rejected and sent back to the carrier.

The process of providing documentation for the above Transaction Types ensures that Railinc Product Support Specialists have accurate customer information. The CIF Name Verification Matrix is a “living document” that can be modified as the industry advances and new sources become available. The Customer Location Task Force (CLTF) maintains the document modification authority.

Documentation and Categories	Weight (Points)	Country*			Source		\$ (Cost)
		US	C	MX	Customer	Look-up	
Governmental							
Ministry of Transportation	7		x			x	
Provincial Registrars	8		x			x	some
SAFER (Safety and Fitness Electronic Records System)/DOT.gov	7	x				x	
Active Secretary of State Filing/RFC/ Industry Canada	8	x	x	x	x	x	some
Sedar	6		x			x	
SEC/SEC Form 8-K	8	x				x	
Article of Incorporation or Certificate of Incumbency	8	x	x		x		
Letter from the IRS containing the Employer Identification Number	7	x			x		
Government regulated							
Canada Business License	7		x		x		
Canada Grain Commission	6		x			x	
Federal Maritime Commission	6	x	x			x	
Custom's Broker's License	7		x		x		
Banks / Insurances / Reporting agencies							
Experian	6	x				x	
Better Business Bureau	5	x	x			x	
Business Check	2	x	x	x	x		
Certificate of Insurance	5	x	x	x	x		
D&B Match	7	x	x	x		x	
Board of Trade / Associations							
Chamber of Commerce Registration	5	x	x	x		x	
UIIA (Uniform Intermodal Interchange and Facilities Access Agreement)	5	x	x	x			
CIFFA	5		x		x		
Active NMFTA Record	7	x	x	x		x	
Montreal Gateway Terminal	5	x	x			x	
Public information							
Company name on a permanent structure/Name on building	2	x	x	x		x	
Google Earth/Map Image	3	x	x	x		x	
Product Packaging	3	x	x	x	x	x	
Press Release	6	x	x	x		x	
City/County Public Website	5	x	x	x		x	
City/County Registration	6	x	x	x		x	
Legal Entity Identifier (LEI)	6	x	x	x		x	
Opencorporates	7	x	x	x		x	

Documentation and Categories	Weight (Points)	Country*			Source		\$ (Cost)
		US	C	MX	Customer	Look-up	
Company issued / validated							
Company Fact Sheet	4	x	x	x	x		
Company Letter with Letterhead	3	x	x	x	x		
Company Letter with Letterhead and Director or higher Signature	7	x	x	x	x		
Email from anyone in the company verifying they have an office/facility at a specific location	3	x	x	x	x		
Phone Verification from Accounting or Legal	4	x	x	x	x		
Email from Accounting or Tax Department	7	x	x	x	x		
Credit Application/Credit Info Sheet (Non-Financial Information)/Vendor Notice/Bank Reference	6	x	x	x	x		
Copyright Website	6	x	x	x			
Generic company website	3	x	x	x			x
Contract with Signature Blocks	7	x	x	x	x		
W-9 – must include Tax ID	4	x			x		
W-8	6	x			x		

*US – United States, C – Canada, MX – Mexico

Refer to the following documents for additional information when submitting a new record or performing a name change:

- [CIF Validation of Customer Name](#)
- [CIF Name Change vs. Name Correction](#)

Direct questions or comments about this document to the Railinc CIF Product Support team at cif@railinc.com.

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