

# Proving Your Identity

How to prove your name  
and address

# Why do you need to prove your identity?

When an account is opened with us, we'll ask for proof of our customer's name and address. This doesn't mean that they're under suspicion. It's to make it harder for criminals to use stolen identities and every bank, building society or financial institution complies with these stolen money laundering regulations.

In order to meet these obligations, we need two pieces of ID for each customer, which have been photocopied and certified by you – one from list A and one from list B. Please attach the copies to the application form you submit to Principal Office.

## What you will need

### LIST A – proof of who you are

- Current signed passport
- Current UK photo-card driving licence
- Current full UK (old style, paper based) driving licence
- HM Revenue & Customs Tax Notification
- NINO Card & P60
- Bank/building society statement\*
- Evidence of entitlement to state benefit, pension, tax credit etc.

### LIST B – proof of where you live

- Utility bill (we cannot accept mobile phone bills)\*
- Council tax bill for the current year
- Current UK photo-card driving licence
- Current full UK (old style, paper based) driving licence
- Bank or building society statement showing address
- Recent mortgage statement
- Evidence of entitlement to state benefit, pension, tax credit etc.\*
- Official letter from a government agency, eg:
  - The Child Support Agency
  - Driving Vehicle Licensing Agency
  - HM Revenue and Customs
  - Job Centre Plus
  - The National Health Service.

\* Where possible, these items should be no more than 3 months old.

Please also note that when you submit an item from list A, the same item cannot be used from list B.

We will keep a record of the ID you have provided, which will involve retaining a copy of your documents. These records are required to fulfil statutory obligations and will not be used for any other purposes.