

Proof of Identification for Private Individuals

We are required by law to check the identity of all account holders. This is to protect you against the risk of identity fraud and allows the Society to comply with money laundering regulations. For new accounts an item of identification from the lists below may be required to verify your name and address. We may also require proof of ownership of the nominated account that you wish to use for withdrawals from your savings account(s).

An electronic check will be carried out for all private individuals aged 18 or over for both account holders, account operators and beneficiaries. If this check is successful then we will not usually need to ask you for any additional supporting documents.

A document can only be used once, therefore if we require documentary evidence then we will require one piece of identification from both the verification of name list and the verification of address list. The documents must be original documents except where the application is made via post. For postal applications copy documents can be provided if they are certified by one of the following professionals, Solicitor, Accountant, Authorised Financial Advisor or Doctor stating their full name, profession, address of employment and contact telephone number.

Adult Account Holders	
Verification of Name	Verification of Address
<ol style="list-style-type: none"> 1. Passport (UK or EU) 2. Photocard driving licence (In date and full or provisional) 3. Blue disabled parking card (New card style only) 4. Biometric Residence Permit/Card 5. Identify Card issued by electoral in Northern Ireland 6. Non-EU passport along with evidence of right to remain in the UK with a valid VISA 7. EU or Switzerland state identity card 8. Notification of entitlement to state/local authority benefit*. 9. Notification of entitlement to tax credit*. 10. Notification of entitlement to pension from the DWP*. 11. Notification of entitlement to student loan/grant*. 12. Notification of entitlements to other government/local authority grant*. 13. HMRC (Inland Revenue) coding/assessment/statement/tax credit*(not P45/P60s). 	<ol style="list-style-type: none"> 1. Photocard driving licence (In date and full or provisional) 2. Utility Bill dated within the last 3 months (Internet printed documents are not acceptable, Mobile telephone bills are not acceptable) 3. Council Tax Bill dated within the current financial year 4. Bank/Building Society/Credit Card Statement dated within the last 3 months 5. Mortgage Statement dated within last 12-months 6. Notification of entitlement to state/local authority benefit*. 7. Notification of entitlement to tax credit*. 8. Notification of entitlement to pension from the DWP*. 9. Notification of entitlement to student loan/grant*. 10. Notification of entitlements to other government/local authority grant*. 11. HMRC (Inland Revenue) coding/assessment/statement/tax credit*(not P45/P60s).

*Current tax year only

Child Accounts	
Verification of Name	Verification of Address
<ol style="list-style-type: none"> 1. Passport (UK or EU) 2. NHS Medical Letter 3. Child Benefit Letter* 4. Tax Credit Letter* 5. HMRC Letter with NI Number (if aged 16 or over) 6. Birth Certificate 7. Adoption Certificate 8. Photocard driving licence (In date and full or provisional if aged 17 or over) 	<ol style="list-style-type: none"> 1. Photocard driving licence (In date and full or provisional if aged 17 or over) 2. Birth Certificate (full certificate with showing current address) 3. Adoption Certificate (full certificate with showing current address) 4. Child Benefit Letter* 5. Tax Credit Letter* 6. HMRC Letter with NI Number (if aged 16 or over)

	<ul style="list-style-type: none"> 7. Bank or Building Society Statement (within last 3 months) 8. Letter from school/college confirming name and address (within last month)
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*Current tax year only

<p>Power of Attorney and Donors</p> <p>A Power of Attorney will need to provide 2 forms of identification, please refer to the adult identification list above. One piece of identification will need to be provided to confirm name and another to confirm address.</p> <p>Donors will need to provide 2 forms of identification, please refer to the appropriate identification list above subject to the donor being an adult or child. One piece of identification will need to be provided to confirm name and another to confirm address.</p>
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