

Identification Requirements for Savings Customers

Why do we need to verify your identity?

As a Financial Institution, we are required to prevent money laundering and other financial crime. This means that we have to carry out checks when dealing with customers undertaking financial transactions. We do this by operating in line with both Money Laundering Regulations and Financial Conduct Authority guidance, whilst also seeking to limit the impact of these requirements on our customers. We carry out these checks to help protect the Society and our customers from becoming the victims of financial crime.

Already a customer of The Nottingham?

If you are already a savings or mortgage customer of The Nottingham we may not need to see your ID again. Our branch or head office staff will be able to give you more details.

New to The Nottingham?

In order to help us identify you, please provide us with a certified copy of one item from List A to confirm your name and one item from List B to confirm your address. We cannot use the same document to check your name and address, they must be different items even if they appear in both List A and List B.

Please see overleaf for more information on certified documents.

List A	List B
UK Paper Driving Licence (Full)	UK Paper Driving Licence (Full)
Passport and Photocard DL	
State Benefit Letter** <i>showing financial entitlement to State Benefit</i>	State Benefit Letter** <i>showing financial entitlement to State Benefit</i>
State Pension Letter** <i>showing financial entitlement to State Pension</i>	State Pension Letter** <i>showing financial entitlement to State Pension</i>
HM Revenue & Customs Notice of Tax Coding**	HM Revenue & Customs Notice of Tax Coding**
Letter Issued by Government Department (e.g. DWP/HMRC)** <i>showing entitlement to Tax Credits or Pension Credits</i>	Letter Issued by Government Department (e.g. DWP/HMRC)** <i>showing entitlement to Tax Credits or Pension Credits</i>
Current EU Passport	Bank Statement* <i>not internet copies</i>
Current EU National Identity Card	Recent Utility Bill* <i>not internet copies</i>
	Building Society statement or passbook with printed address*
	Council Tax Bill **

* dated within last 3 months

** dated within last 12 months

If you don't have these documents

Please contact us and we may be able to help you.

Under 18s

• Opening an account in your sole name

If you are under 18 years old and do not have any identification from the list above we will accept a valid UK or EU Passport, a valid UK Photocard Driving Licence, a Birth or Adoption Certificate, or a NHS Medical Card along with an Address ID item from List B above. The address ID item can be in the name of the applicant or a parent/guardian living at the same address as the applicant.

• Opening an account with an adult as a trustee

We can accept a valid UK or EU Passport, a valid UK Photocard Driving Licence, a Birth or Adoption Certificate, or a NHS Medical Card. We will also need to verify the trustee's identification.

Changes once your account is open

Some changes e.g. lost passbook, change of your name or address, will mean that we will need to take your identification documentation again.

Certified Copies

When you send documentation to us, please do not send us documents as these may get lost or intercepted in the post.

We will accept copies of documents that have been certified by someone from the list below:-

- Nottingham Building Society branch staff
- Member of Parliament
- Local Government Officer
- Solicitor or barrister
- Police Officer
- Government Body Official
- Bank or Building Society Staff
- Teacher
- Court Official
- Doctor
- Financial Services Intermediary



Copies of your documents should be certified using the following wording or stamp; "This is a true copy of the document". The person certifying must sign their name and include the following details; full name, profession, company address, phone number and date of certification.

If any of this information is missing we are unable to accept the document as Identification.

Please note we will not return copies or originals of ID documents.

The person certifying should be in current employment, but we will also accept certification from a person who has retired, provided they still hold the qualification and are still a member of the relevant institute/body. The person certifying must be based in the UK.



 Talk to us in **branch**
 or visit **thenottingham.com**