

# Identification Requirements for Branch Savings Customers

## Why do we need to verify your identify?

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 most circumstances we will verify your identity by using an electronic system and supporting paper documentation. In order to help us with this process we will ask you to bring one item from List A to confirm your name and one item from List B. 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.

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

\* 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

We can accept a valid UK or EU Passport, a valid UK Photocard Driving Licence (Full or Provisional), a Birth or Adoption Certificate, or a NHS Medical Card along with an Address ID item from List B above. The second item can be in the name of the under 18 applicant, parent/guardian or the person the under 18 is living with.



### • Opening an account with an adult as a trustee

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

### Changes once your account is open

Some changes e.g. lost passbook, change of your name or address, will mean that we may need to see paper documentation.



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