

## Additional Identification for organisations

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**We will need to verify all individuals opening a new savings account. In addition you will need to provide the following documentation.**

### Sole Trader

- Original company letterhead

### Limited Company

- Registration number
- Copy of certificate of incorporation or articles
- Copy of extract of minutes where it was decided to open the account

### Partnership or LLP

- Registration number if LLP
- Copy of partnership agreement or articles
- Copy of extract of minutes where it was decided to open the account

- Registration number if registered
- Original letterhead if unregistered
- Copy of constitution
- Copy of extract of minutes where it was decided to open the account

### Clubs, Associations & Societies

- Copy of constitution, certificate of incorporation or rules
- Original company letterhead
- Copy of extract of minutes where it was decided to open the account

### Trusts

- To open a Trust we will need to identify all the Trustees and the beneficiary or beneficiaries.
- We will need a certified copy of the Trust Deed.

## Charity

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**Buckinghamshire Building Society is a member of:**

**The Building Societies Association**

**The Financial Services Compensation Scheme**

Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Registration number 206022.

For more information visit our website: [www.bucksbs.co.uk](http://www.bucksbs.co.uk)

Or call us on: **01494 879500**

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# Identification Required for opening Savings Accounts



## Identification for Adults

**We need to verify the identity of everyone opening a new savings account with the Society in order to help prevent fraud and to comply with money laundering regulations.**

### How do you identify a person or an account?

- 1 We use an approved electronic verification system to identify individuals over the age of 16. This uses the information you supply on the application form against records held by credit reference agencies. This search is not seen by lenders or used to assess your ability to obtain credit.
- 2 We accept copies of documentary evidence that includes documents with your signature which we keep on file to ensure we comply with rules to prevent any fraudulent activity on your account.
- 3 If you are opening your account by cheque and it is not from your nominated bank account as stated on your application, we will require you to supply a bank statement from the nominated account, to prove the identity of any transferred funds. If opening an account with cash or bank transfer you must always supply a statement showing the nominated bank account in your name.

### What if I don't have any documents I can use?

Please talk to our staff as we have procedures in place for customers who cannot provide the preferred documents.

You will need 1 item from List A and 1 item from List B. You may provide normal photocopies of the documents as proof of your identity. Please do not send originals in the post. A valid photocard full driving licence can only be used for either List A or List B, not for both.

### Choose one from list A and one from list B

#### List A - Name ID

- Valid passport
- Valid photocard full driving licence
- National identity card (non UK nationals)
- Firearms certificate or shotgun licence
- Identity card issued for voters in Northern Ireland
- Valid old style full driving licence
- Valid provisional driving licence

#### List B - Address ID

- Recent instrument of a court appointment
- Recent evidence of entitlement to a state or local authority funded benefit
- Current year council tax demand letter or statement
- Current bank statement (not credit card statement and not printed from the internet) dated within 3 months
- Recent utility bills (not mobile phone bills or bills printed from the internet) dated within 3 months
- Valid photocard full driving licence
- Valid provisional driving licence

## Identification for Children (under age 16)

### Does my child need to be identified?

Yes. The requirements will depend on the age of the child and whether or not they operate the account themselves.

### Up to age 7 with an adult operating the account

- ONE piece of identification from List A. A birth certificate alone is acceptable along with the adult's ID.

### Age 7 - 16 with an adult operating the account

- ONE piece of identification from List A. A birth certificate alone is not acceptable, but can be used alongside another item from Lists A or B along with the adult's ID.

### Age 7 - 16 operating the account themselves

- ONE piece of identification from List A and ONE from List B.
- If no ID is available from List B in the child's name, then an item in the name of the parent or guardian if they live at the same address from List B will be accepted alongside the child's ID from List A.

### I am the adult operating the account, do I still need to be identified?

Yes, you will need to provide identification from the Adult Identification lists left.

#### List A for children - Name ID

- Birth certificate
- Education travel pass with photo
- Proof of age card with photo
- Local education authority or other school correspondence

#### List B for children - Address ID

- Evidence of child benefit
- Local education authority or other school correspondence
- Letter from a doctor, dentist or a prescription
- Evidence of Child Trust Fund or other bank account