

# Our Identification Requirements



## Why do we need identification?

All financial service providers are required by law to verify their customers' identity. This is so that we can meet UK money laundering regulations to help stop criminals from using financial products or services for their own benefit. We will only ask for enough information to allow us to open your account.

## How do we verify your identification?

We will carry out an electronic search against records held by a credit reference agency to verify your name and address. To support this electronic search we will require you to provide one identity document from the Acceptable Identity Documents list below.

This check is only used to check your name and address and does not affect your credit rating.

If we are unable to verify you through this search we may ask you to provide a further identity document.

All identity documents must contain your full name and either:

- your residential address or
- your date of birth.

## Acceptable identity documents

- Current UK & EU passport
- Current photo full or provisional driving licence
- Current old style driving licence
- Current firearms certificate
- Current armed forces ID card
- EU state ID card
- Current UK disabled driver's pass
- Instrument of a court appointment
- ID card issued by Electoral Roll Office for Northern Ireland
- HMRC tax notification
- Housing benefit notification \*
- Local authority tenancy agreement \*

- Council tax demand letter or statement \*
- Tax credit \*
- DWP state pension document \*
- Utility bill \*\*
- Current original bank statement \*\*
- Current original credit/debit card statement \*\*
- Mortgage statement \*

\* *These documents must be dated in the past 12 months*

\*\* *These documents must be dated in the past 6 months.*

## If you are under 21 or opening an account on behalf of someone under 21

We will require two documents. One from the Acceptable Identity Documents list and one from the following – 'Additional document list for under 21s' list.

These will be used to verify identity without an electronic identification search.

Where an adult opens an account in respect of somebody under 21, the adult's ID is required to be verified as above, and in addition one of the following must be seen in the name of the person under 21:

## Additional document list for under 21s

- Current UK & EU passport
- Child benefit document showing child's name and address
- Child tax credit document showing child's name and address
- HMRC tax document dated within last 12 months
- Employment document/letter showing full name and address
- College/university acceptance letter dated within last 12 months
- Current year's educational grant/finance or other grant/finance
- HMRC confirmation of National Insurance number dated within last 9 months and showing name and address (**proof of**

### address only)

- Original birth/adoption certificate  
**(Under 16's Only)**
- NHS medical card showing full name, DOB, address & NHS number **(Under 16's Only)**

Should the account holder reside at a different address to the adult opening the account a second identity document proving the account holder's residential address is required.

If you are unsure whether the documents you have available are acceptable for identity purposes, or you have any query in relation to these ID requirements, please contact us for further guidance.

**We reserve the right to carry out any further checks on your identity if we think we need to do so in order to comply with our legal obligations.**

## Existing customers

If you are an existing customer opening a new account you may be required to re-confirm your identity. For clarification, please ask your local branch for further details.

## Power of attorney (POA)

If you are opening an account as a Power of Attorney, or adding an attorney to an existing account, we will need to verify the identity of the attorney(s) and the donor of the POA. A copy of the POA will also be required.

## Applying for an account via the post

To open an account with the Society by post please send us:-

- A completed and signed application form for each applicant.
- Proof of your identity from the Acceptable Identity Documents list to support an electronic identification search as detailed in the 'How do we verify your identification?' section above.
- Personal cheque deposit for at least the minimum investment amount for the

account type.

To guard against the potential dangers of postal interception and ID theft or fraud we recommend that you send certified copies of ID documents.

ID documents can be certified by the following UK professionals:-

- Legal professional ie solicitor
- Qualified accountant
- Bank manager
- An FCA approved person who is on the FCA approved person register [www.fca.org.uk/register](http://www.fca.org.uk/register). This includes financial advisers and mortgage advisers.

Each certified copy must be signed 'original seen' and dated. The person who has certified the copy should also print clearly their full name, their occupation and their employer's name, address and telephone number, should we need to contact them.

The Society reserves the right to make further enquiries and to seek further evidence of identification.

## Updates to your ID after the account has been opened

In order to protect your interests in certain circumstances we may require you to re- confirm your identity when a change is made to your account. Examples include:- loss of your passbook, changes to your name or address, and the re-activation of a dormant or inactive account.

For guidance on the requirements relating to these changes, please contact our head office or visit your local branch.

## Corporate accounts

If you are opening a corporate account, such as a business or charity account, we will carry out an electronic search against records held by a credit reference agency to verify the name and address of each signatory. We will also carry out an electronic search against individuals who own

or control 25% of the company's capital or profit, or its voting rights. To support this electronic search we will require you to provide one identity document for each signatory from the Acceptable Identity Documents list above.

These checks are only used to check names and addresses and do not affect your credit rating.

If we are unable to verify you we may ask you to provide a further identity document.

In addition we will also require the following documentation:

### To open a business, limited company, charity, club or association account

- a copy of the minutes of the meeting at which the resolution to open the account was passed, if you are not a sole trader.
- a copy of your business letterhead
- if you are a limited company we will also carry out a Companies House search and require a copy of your original certificate of incorporation.

### To open a client deposit account

- a copy of the minutes of the meeting at which the resolution to open the account was passed.
- a copy of your original certificate of incorporation (if applicable).
- If you are a solicitor we will check that your practice is registered with The Law Society or the Council for Licensed Conveyancers.

### Identity theft

Identity fraud is a growing crime and it is important that you protect your identity. You can protect your personal information and prevent misuse of your account by:

- Taking care of your passbook and other account information by storing them in a secure place.
- Never giving your account details to anyone unless you know who they are and why they need them.

- Letting us know as soon as possible of any change in your name, address or contact details and sending your passbook(s) to us in order that we can update our records.
- Be cautious if you receive a call from a person claiming to be from the Vernon. If in doubt, just hang up.
- Beware of 'phishing' emails which require you to provide confidential information. The Vernon will never contact you in this manner.
- Shred mail and other paperwork that contains personal information which is no longer required.



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Telephone calls are recorded and may be monitored for regulatory and training purposes to help maintain service quality.

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