

# Proving your identity



Branches and agencies throughout Staffordshire, Cheshire, Shropshire and Derbyshire

Member of the Building Societies Association

Authorised and regulated by the Financial Services Authority

We subscribe to the Banking Code which sets out standards of good practice and provides valuable safeguards for customers.

Leek United Building Society

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A guide to the  
documentation you  
will need to prove  
your identity

 **Leek United**  
BUILDING SOCIETY

The *friendlier* face of finance

# Proving your identity

When you apply to open a new account, you will need to provide identification that confirms both who you are and where you live. It is a legal requirement that you provide us with this information. It reduces the risk of fraud and helps to safeguard your investment. Proof of identification is required for all applicants, including children, joint account holders and trustees.

The normal standard required is to obtain paper copies of documentation to evidence the proof of identity and the proof of address.

We have recently introduced a new way to identify customers electronically. To do this, we now carry out searches with credit reference and other agencies who supply us with relevant detail. The searches only check your name and address, and will not be used to assess your ability to obtain credit.

If we cannot verify your identity and address by this method, we will ask you to provide paper documentation instead. Details of acceptable documents are listed opposite. All documents will be returned to you.

Postal applicants may prefer to send paper identification to avoid possible delays if we are unable to obtain electronic identification.

## Existing Leek United Members

Existing members of the Society will not normally require any further proof of identity other than proof of their existing account, i.e. a passbook with a valid signature.

## Accounts opened by visiting a branch

To confirm name we will need an original of **ONE of the documents from List A.**

To confirm address we will need an original of **ONE of the documents from List B.**

## Accounts opened by post

To confirm name we will need originals of **TWO of the documents from LIST A.**

To confirm address we will need an original of **ONE of the documents from LIST B.**



## List A (proof of name)

- A personal cheque to open the account
- Current UK Drivers Licence\*
- Current UK Passport\*
- Benefit documents\*
- Household insurance certificate
- Car insurance certificate
- Vehicle registration document
- Credit or debit card statement
- Armed forces, police, fire or ambulance ID card
- Disability badge which includes a photograph

\* For security reasons, please **DO NOT** send originals of these documents in the post. Instead we will accept certified copies. A certified copy is a photocopy of a document that has been certified by a professional/qualified person - examples are shown below.

A Member of Parliament, Justice of the Peace, Commissioner of Oaths, Officer of the Armed Services, a person registered with or approved by the FSA, Police Officer or a member of a nationally recognised professional body (e.g. Solicitor, Barrister, Accountant, Doctor, Nurse (SEN or SRN), Chemist, Optician, Banker, Surveyor or Valuer.

The photocopy must be certified by writing "I certify that this is a true copy of the original", and then signed and dated by the certifier. In addition we will require the certifier to print their name, occupation, professional body they belong to and contact details (in case we need to confirm their status).

## List B (proof of address)

- Bank/Building Society Statement (savings / mortgage) or Credit Card Statement less than 3 months old.
- Utility Bill (gas, electric, telephone, council tax) less than 3 months old.
- Latest Insurance Renewal Notice
- Notice of tax coding
- Vehicle registration document
- Medical Card
- Building Society passbook
- Current UK Drivers Licence
- Benefit documents

## Children's Accounts

Where an account is opened in the sole name of a child aged 0 - 18 years, or as a joint account on a trustee basis, evidence of identification for the child will be required. In addition to the documents in lists A and B, the following are acceptable:

### Proof of Name

- Birth Certificate
- Child benefit documents
- Signed National Insurance Card

### Proof of Address

- If the child is unable to provide any proof of address from List B, then a document in the name of the parent or guardian with whom the child resides will be acceptable.

## Lost or stolen Passbooks

To protect your account against fraud, we will ask for new proof of identification before re-issuing a lost or stolen passbook.

## Change of Name

To change the name on an account, we will require the original document confirming the change of name, e.g. marriage certificate or deed poll.

**Please note that if you do not provide suitable identification we will not be able to process your application.**

For further guidance on identification requirements please contact our Head Office Savings Department

**01538 384151**

**SAVINGS**