

# Business Savings Identification

We're required by law to check the identity and address details of the entity and all signatories to the account. To do this, we'll use electronic identity checks using a credit reference agency and we'll ask you to provide documentation to verify the entity's identity and address as shown below. The documentation required for all signatories to the account can be found in our **'Proving your identity'** leaflet. **If you're unable to provide the required items of identification please contact us for further guidance.**

## Limited Company

If you're opening an account on behalf of a Limited Company the following items are required:

- Identification for all operators (up to a maximum of four) and confirmation of their role within the organisation
- List of all Company Directors
- Certificate of Incorporation **OR** Memorandum and Articles of Association **OR** Audited accounts – audited in the last 12 months and signed
- Business Bank Statement – less than 3 months old
- HMRC or VAT notice - less than 12 months old **OR** Utility bill addressed to the trading address – less than 3 months old **OR** Local authority bill valid for the current financial year

## Trusts and Foundations

If you're opening an account on behalf of a Trust or Foundation the following items are required:

- Identification for all operators of the Trust Account (up to a maximum of four)
- Trust document
- A list confirming the names and addresses of the Settlor, Trustees and any Beneficiaries entitled to 25% or more of the proceeds of the trust.

For Trustees who are a regulated or other type of entity, see the identification requirements for limited companies.

## Partnerships

If you are opening an account on behalf of a partnership the following items are required:

- Identification for all operators (up to a maximum of four) and confirmation of their role within the organisation
- List of all partners
- Last annual accounts
- Business Bank Statement – less than 3 months old
- HMRC or VAT notice - less than 12 months old **OR** Utility bill addressed to the trading address – less than 3 months old **OR** Local authority bill valid for the current financial year

## Club or Society

If you're opening an account on behalf of a Club or Society the following items are required:

- Identification for all operators (up to a maximum of four) and confirmation of their role within the organisation
- List of the committee members
- Rules of the Club or Association
- Last annual accounts – audited in the last 12 months and signed
- Organisation's bank statement – no more than 3 months old

## Registered Charities or Church bodies

If you're opening an account on behalf of a Charity or Church body the following items are required:

- Identification for all operators (up to a maximum of four) and confirmation of their role within the organisation
- Charity Registration Certificate
- HMRC confirmation of charitable status for Church bodies
- Last annual accounts **OR** copy of the last annual Charity return
- Organisation's bank statement – no more than 3 months old

## When things change and specific events

We have an obligation to maintain up to date information for all account signatories so may require additional verification of identity over time or if things change, even for those who have had accounts with us for some time. Some examples of changes and events are listed below:

- Name change
- Registering Power of Attorney
- Maturity of children's accounts
- Where there hasn't been activity (transactions) on your account for a period of three years
- Address change
- Email or phone number change
- If you need to instruct a CHAPS payment

## Protecting you

Maintaining up to date verified records for all our customers helps us keep your money safe and prevent fraudulent use of your identify by someone else. This activity is also required to comply with regulation which has been designed to protect you.