

Ways to Provide Identification

To help us verify your account(s), we need proof of identity for an individual and/or the business/organisation

We will only ever ask for information we absolutely need to verify your account and meet the requirements of the UK Money Laundering Regulations. These are intended to stop criminals from using financial products or services for their own benefit. It helps us keep your money safe.

What type of identification to provide:

If you've been asked to provide identification for an individual, you'll need to provide:

- One document from the proof of name list over the page (table A); and
- One document from the proof of current address list over the page (table B).

If you are providing a UK photo card driving licence, then we won't need to see a second document.

If you've been asked to provide identification for the business/organisation, you need to provide:

- One document from the proof of identification of business/organisation over the page (table C);

Please make sure your documents are written in English.

How to share your identification with us:

Once you've chosen one document from the proof of name list and one from the proof of address list, here's how to share us. Documents sent through DocuSign will need to be certified by a professional person first:

- **By DocuSign:** You should have already received an email from us with a link to DocuSign. To share your two certified documents with us through DocuSign, please download and print the certification form to send to your nominated professional who will be certifying the documents. Once signed, please scan and upload the completed form and certified documents to the Business Savings Additional Information Form DocuSign link. If you have included any new beneficial owners, controlling persons or authorised signatories in the Additional Information Form you will need to provide identification documents certified by a professional person, such as a lawyer or accountant. Please note, if multiple individuals are providing certified copies of identification documentation, a completed Certification of Identification Form will be required for each individual.

Or

- **In branch:** If you are taking your documents in branch, they will be able to certify them. Just bring your original documents, along with this form. You will need to provide the Unique Reference Number (URN) which has been sent to the main contact. Visit nationwide.co.uk/branchfinder for your nearest branch.

You'll find information on how to get documents in tables A and B certified on page 5.

Here are the types of documents you can show us

Please select one document for the proof of name section, and one from the proof of address section. **If sending by DocuSign, your documents will need to be certified copies.**

Table A: Proof of name list (for an individual)

Choose one of the following items
UK Photocard driving licence (full)
UK Passport /Non-UK Passport
Valid full UK driving licence (old style paper)
UK State Benefit Letter (Within the last 12 months)
Armed forces ID Card
Disability Blue Badge
Northern Ireland Voters Card
UK Home Office Biometric Residence Permit
EEA National Identity Card
EU/EEA Driving Licence

Table B: Proof of current address list (for an individual)

Choose one of the following items
UK Photocard driving licence (full)
UK Bank Statement (within the last 3 months)
UK Mortgage statement (within the 12 months)
UK Credit Card Statement (within the last 3 months)
Council tax bill (within the last 12 months)
Utility bill - Gas/Elec/Tel. not mobile (within the last 3 months)
UK State Benefit Letter (where not taken as Name ID and within the last 12 months)

If you aren't able to provide any of the documents listed, please call us on **01214 68 49 48** so that we can discuss other options.

Table C: Proof of identification for the business/organisation

Please select one document as proof of identification of the business/organisation. **The documents below don't need to be certified unless explicitly stated.**

If we have any specific identification document requests, we will email you.

If you aren't able to provide any of the documents listed, please call us on **01214 68 49 48** so that we can discuss other options.

Choose one of the following items	Which information this document verifies		
	Full legal name	Registered Number	Registered Address
Certificates of Registration from the General Register Office	✓	✗	✓
Registration/Register (Church Bodies and other Religious Bodies) (Charity Commission documentation or if not applicable, HMRC registration as a charity exempt from registration)	✓	✗	✓
Club or Society constitution	✓	✗	✓
Copy of the Club or Society rules	✓	✗	✓
Minutes from Club or Society meeting	✓	✗	✓
Letterhead from Club or Society	✓	✗	✓
Certified copy of the Trust Deeds	✓	✗	✗
Legal Partnership Agreement (Agreement for Partnership and/or constitutional/governing document for the Partnership)	✓	✓	✓
Business Bank Statement recording business activity (within the last 3 months)	✓	✗	✓
Audited accounts	✓	✗	✓
Utility Bill (within the last 3 months)	✓	✗	✓
Confirmation of registration at Companies House	✓	✓	✓
Copy of the resolution of the Board of Directors to open an account	✓	✓	✓
Document from the Charity Commission quoting the Registered Charity Number	✓	✓	✓
Evidence of regulation and/or authorisation by the FCA/PRA/SRA	✓	✓	✓

Need help or have a question?

If you have any questions or need us to send you documents in Braille, large print or as an audio recording, you can email us at **CustomerAccountReview@nationwide.co.uk** or talk to a member of the Customer Account Review Team by calling us on **01214 68 49 48**. Just make sure to quote the Unique Reference Number (URN) in your email or during your call.

We are here to help Monday to Friday, 9am to 5pm, except on bank holidays.

Remember we can only accept certified copies via DocuSign, so if you wish to provide the original documents as proof of identification, please take valuable documents such as your passport or driving licence into branch.

To see how Nationwide uses your information please visit **nationwide.co.uk/privacy**

For Branch Use Only

To help our customer provide us with certified identification documentation please:

1. Certify their documents and ID confirm the customer on SAMM, if a profile is available.
2. Complete the section below and the Certification of Identification Form.
3. Scan all documents and send to **CustomerAccountReview@nationwide.co.uk**.

Customer full name:

Customer CIS number:

**Customer URN number
(to be provided by the
customer):**

Employee name:

Employee number:

Branch prefix:

Date:

Certification of Identification Form

(For an individual and/or Trust Deeds)

If you are providing identification for an individual's name (listed in table A) and address (listed in table B) by DocuSign or going into Branch, these documents will need to be certified.

You do not need to complete this section if you are providing legal entity documentation (listed in table C), unless you are providing a Trust Deed which needs to be certified.

We will not be able to return documents to you, so please ensure that you send us these documents as **photocopies** only (not original).

A professional person can be:

- Accountant
- Lawyer
- Independent Financial Advisor (IFA)
- Notary public
- FCA-registered mortgage broker
- Banker/Financial Professional
- Post Office staff
- Nationwide employees

Step 1

- (Certification of Identification Form) over the page and write "I confirm that the photocopy is a true and accurate copy of the original as seen by me" on all certified identification document(s) to complete certification.
- Stamp all pages (the Certification of Identification Form and all certified identification documents) with the nominated professional's official stamp.

Step 2

Ask your chosen professional person to:

- Take a good quality photocopy of your identification documents;
- Complete the Certification of Identification Form over the page and write "I confirm that the photocopy is a true and accurate copy of the original as seen by me" on all certified identification document(s) to complete certification.
- Stamp all pages (the Certification of Identification Form and all certified identification documents) with the nominated professional's official stamp.

Step 3

If you have not taken this form and your documents to get certified in Branch, please scan and upload the completed form and certified documents to the Business Savings Additional Information Form DocuSign link.

Certification of Identification Form to be completed by a nominated professional

Thank you for helping our customer to complete their Certification of Identification. The information you provide will only be used to confirm this Identification.

Once you have seen our customer's original identification, please complete this form in BLOCK CAPITALS using black ink.

By completing this form, you're confirming that you've seen the original and valid identification documents and can confirm that the photocopy is a true and accurate copy of the original.

About the identification documents

Please confirm what two forms original identification you've seen.

Proof of name identification seen: _____

Proof of address identification seen: _____

About the customer

The full name of the individual: _____

The business/organisation name: _____

About the nominated professional

Your full name: _____

Your occupation: _____

The name of the professional body you belong to
and your membership or registration number: _____

The name of your business: _____

The address of your business: _____

Your phone number: _____

Your email: _____

I confirm the identification is certified to be a true copy of the original seen by me and that all the information you have provided is correct:

Your signature: _____ Date: _____