



Government legislation demands that any person opening a bank, building society or Credit Union account must verify their identity and residency status by providing separate proof for each. We will only ask for this once, and proof of residency if there is any future address change.

We will carry out an electronic ID check, which allows us to accept copies (via email enquiries@transportcu.co.uk or post) of the documents below, however, should your ID check fail, we will require sight of the original residency document. If you have a Credit Union rep at your workplace, they can verify copies for you. We thank you in advance for your cooperation.

NAME: _____ ADDRESS: _____ MEMBER NO: _____

Please provide proof of: Identity ☐ Address ☐

Name change – Marriage/ Divorce Certificate ☐ Deed Poll ☐

Identity Requirements (1 original only):

- Valid Passport ☐
- Valid Photo Card Drivers Licence ☐
(Full or Provisional, **cannot be used if used for proof of address**)
- HM Forces ID card ☐
- Biometric residence permit (Non UK Nationals) ☐
- Firearms or Shotgun Licence ☐

Residency Requirements (must clearly show full name, address, date):

1 original document only.

- Valid Photo Card Drivers Licence (Full or Provisional) **cannot be used if used for proof of ID** ☐
- Council tax bill, demand letter or exemption certificate, issued within the last 12 months ☐
- Utility Bill* (Gas, electricity, landline, water) dated within the last 3 months. ☐
(*not mobile, internet, TV licence)
- Mortgage statement from a recognised lender (for current year) ☐
- **Signed** Tenancy Agreement (within last 12 months) or council/ housing association rent card ☐
- Car insurance certificate (within last 12 months) ☐
- Bank/ building society/ Credit card statement, dated within last 3 months ☐
(Cannot accept statements from digital banks / online statements/ screenshots of online accounts)
- HMRC Notice of tax coding for current year (not P45, P60 or annual tax summary) ☐
- Benefit entitlement letter (dated within last 6 months). (Screenshots of online account not acceptable) ☐
- Solicitors letter within last 3 months, confirming recent house purchase or land registry/ title deed. ☐

Received by staff member: _____

Date: _____