

WORKING FOR YOU



WORKING WITH YOU

**ANTI -MONEY LAUNDERING
IDENTITY AND RESIDENCY REQUIREMENTS**

NAME: _____

MEMBER NUMBER: _____

ADDRESS _____

DATE: _____

Dear Member

Government Legislation demands that any person operating a Bank, Building Society or Credit Union account must provide SEPARATE evidence for identity and permanent address. This is of course for the security of our families and ourselves, we thank you in advance for your co-operation. Please assist with the following request:

Please provide proof of identity

Please provide proof of address

FOR PROOF OF IDENTITY TICK BOX TO SHOW WHAT CURRENT DOCUMENTS YOU HAVE PROVIDED:

Current signed Passport

Full Driving Licence (photocard if new style licence)

Provisional Driving Licence

Cross referenced documentation as approved by MLRO Details _____

FOR PROOF OF ADDRESS TICK BOX TO SHOW WHAT CURRENT DOCUMENTS YOU HAVE PROVIDED:

Utility Bill, e.g. Gas/ Electric/Water or phone bill (in last 3 mths) **Not mobile phone, TV licence or Insurance/ Finance (not online statement/bill)**

Bank, Building society or Credit Card Statement (in last 3 mths) **Not online statement unless verified by Branch**

Mortgage Statement for current year

Housing Association Tenancy statement for current year

Council Tax Demand for current year

HMRC Notice of Tax Coding for current year (Not P45 or P60) **Not Annual Tax Summary**

Recent original Benefit Notification confirming address

Cross referenced documentation as approved by MLRO Details _____

To comply with the law, the original document must be produced for the office, or verified by a Local Officer of the credit union where available, who can then forward a copy to the office for you. If you send original documents by post please take appropriate precautions, ensuring the appropriate stamp is used, as we cannot be held responsible for any loss due to the postal service, if you choose to record delivery the letter, we will return by same method.

ORIGINALS SEEN BY LOCAL OFFICER/ STAFF MEMBER: _____