

# You and Your Savings Account

When you open an account with The Mansfield or come to us to change the details on an account you've already got, we want to make the process as easy as possible for you. Like most other banks and building societies, we need to protect ourselves against financial crime like fraud, money laundering and terrorism. One of the ways we do this is by making sure that we get the right identification (ID) when we need it. **This Information Sheet will explain what documents we can accept as proof of person and/or proof of address.**

## PROVING YOUR IDENTITY AND ADDRESS

Wherever we can, we'll meet our ID requirements by doing an Electronic Search. Sometimes, this search doesn't work - it could be that you haven't had many dealings with banks and building societies in the past that have left an electronic trail, or that your circumstances have only just changed and haven't updated on your credit file. It isn't anything to worry about, we'll just need you to send us documentation to prove your ID.

On page 2 of this Sheet, you'll find a complete list of the documentation we'll accept for Proof of Person (List 1) and Proof of Address (List 2). **You'll need to send us the original document(s)** unless we've told you we can accept a copy. When sending original documents through the post, we recommend that you send them by tracked mail and we'll send them back to you the same way.

**Where we ask you for Proof of ID**, we'll need one item from List 1 and one item from List 2. **Where we ask you for Proof of Person**, we'll need one item from List 1. If you're an existing customer and you're changing your name with us, in addition to the items under List 1, we can also accept a Marriage Certificate, Deed Poll or Decree Nisi. **Where we ask you for Proof of Address**, we'll need one item from List 2.

## COPIED DOCUMENTS

We'll usually need you to send original documents. If you want to send a copy, and we haven't specifically told you we'll accept a copy, it'll need to be a Certified Copy. A Certified Copy is a copy of an original document that has been taken by one of the organisations below:

- **Legal Professional** - Solicitor or Barrister, registered in England and Wales, Northern Ireland or Scotland.
- **Public Sector Official** - Serving Officer of the Armed Forces or Police or a Teacher in current employment.
- **Qualified Accountant** - Registered with either ICAEW, ICAS, ACCA, CIPFA or CIMA.
- **Registered Doctor or Dentist.**
- **Post Office Official** - Authorised under the Post Office Documentation Certification Service.
- **FCA registered Independent Financial Advisor.**
- **Local Government Councillor, Member of Parliament, Bank or Building Society manager or Minister of Religion.**

A Certified Copy must have been taken no more than 12 months ago and be clearly marked to confirm that the certifier has seen the original document, the copy is a true copy and, in the case of photo ID, is a true likeness. It must also have on the date it was certified and the certifiers signature along with their:

- Full Name
- Profession
- Business Address (if applicable)
- Phone Number

The person certifying any document can't be related to you in any way (e.g. spouse, partner, sibling, parent, child or in-law) and they can't be named as a joint account holder/borrower. You can't certify your own documentation either.

If you can't provide any of the documentation listed on page 2, please give us a call on **01623 676350** and we can talk about other options that might be available. We might also be able to refer your application to someone who's authorised to make a decision in exceptional circumstances. If you can't provide documentation and we can't help find a solution then we won't be able to open an account for you.

## ACCEPTABLE DOCUMENTATION

### LIST 1 - PROOF OF PERSON

Item	It needs to be...
<b>FOR OVER 18s</b>	
Passport	<ul style="list-style-type: none"> <li>UK or International; and</li> <li>Current, Full and Valid</li> </ul>
Driving Licence	<ul style="list-style-type: none"> <li>Valid and Current UK Photocard - Full or Provisional OR</li> <li>Current and Signed Full old-style UK paper</li> </ul>
EU Member ID Card	<ul style="list-style-type: none"> <li>Current, Full and Valid (including photo)</li> </ul>
Armed Forces or Police ID Card	<ul style="list-style-type: none"> <li>Current and Valid</li> </ul>
Department of Work & Pensions or State Benefits Entitlement Letter	<ul style="list-style-type: none"> <li>No more than 12 months old</li> </ul>
HM Revenue & Customs Tax Notification	<ul style="list-style-type: none"> <li>Something other than a P45 or P60 as these aren't acceptable; and</li> <li>No more than 12 months old</li> </ul>
Valid Residence Permit	<ul style="list-style-type: none"> <li>Current and Valid (including Biometric Residence Permits and Biometric Residence Cards)</li> </ul>
Firearms Certificate	<ul style="list-style-type: none"> <li>Current and Valid</li> </ul>
<b>FOR UNDER 18s</b>	
Passport	<ul style="list-style-type: none"> <li>UK or International; and</li> <li>Current, Full and Valid</li> </ul>
Birth Certificate	<ul style="list-style-type: none"> <li>The original document or a Certified Copy</li> </ul>

### LIST 2 - PROOF OF ADDRESS

Item	It needs to be...
<b>FOR OVER 18s</b>	
Local Authority Tax Bill	<ul style="list-style-type: none"> <li>From the Current Year</li> </ul>
Utility Bill	<ul style="list-style-type: none"> <li>No more than 3 months old</li> </ul>
Bank, Building Society or Credit Union Statement	<ul style="list-style-type: none"> <li>No more than 3 months old, showing your correct address</li> </ul>
Building Society Passbook	<ul style="list-style-type: none"> <li>For an open account and showing your correct address</li> </ul>
Housing Benefit Entitlement Letter	<ul style="list-style-type: none"> <li>No more than 12 months old</li> </ul>
TV Licence	<ul style="list-style-type: none"> <li>The paper version</li> </ul>
Local Authority Rent Book	<ul style="list-style-type: none"> <li></li> </ul>
Mortgage Statement	<ul style="list-style-type: none"> <li>No more than 12 months old</li> </ul>
HM Revenue & Customs Letter or Notification	<ul style="list-style-type: none"> <li>Something other than a P45 or P60 as these aren't acceptable; and</li> <li>No more than 12 months old</li> </ul>
Credit Card Statement	<ul style="list-style-type: none"> <li>No more than 3 months old</li> </ul>
Solicitors Letter (confirming House Purchase)	<ul style="list-style-type: none"> <li>No more than 3 months old</li> </ul>
<b>FOR UNDER 18s</b>	
Parent's Proof of Address	<ul style="list-style-type: none"> <li>One of the items from List 2 on Page 1</li> </ul>
Bank, Building Society or Credit Union Statement	<ul style="list-style-type: none"> <li>No more than 3 months old, showing your correct address</li> </ul>

