

# How to open your account

The law says that we must confirm the identity of every new customer and we do that by asking you to show us examples of a variety of official documents that will show your name and address.

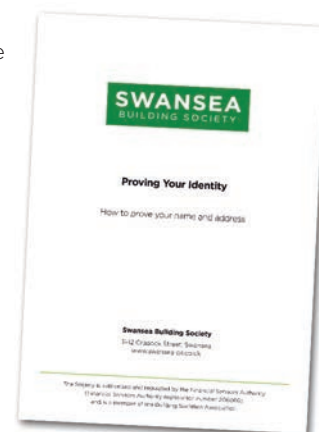
**SWANSEA**  
BUILDING SOCIETY

[www.swansea-bs.co.uk](http://www.swansea-bs.co.uk)

We have enclosed a leaflet called 'Proving Your Identity' which gives examples of the kind of documents which we can accept so please read this and make sure that you have these documents available at the time you want to open your account. Providing us with insufficient documentation will cause delays and we may not be able to open an account for you. If you are a parent who is opening and operating a Young Savers Account, or JISA for your child then we will need proof of identity for you as well as for them (unless the child is over 16 years of age and opening a Young Saver account).

From experience we know that some younger customers may not find it easy to show us something that confirms their address. If this is the case then we need to see the young person's Birth Certificate or Passport to confirm their name and then, provided we can verify their parents/guardians are registered as living at the young persons home address this should be sufficient.

You can open your account by calling in at any one of our branch offices or through the post by bringing/posting your application form, original identification and the money you want to pay in. If opening the account through the post please do not enclose cash as your deposit and if you are sending us a cheque make sure it is made payable to you personally and not to Swansea Building Society.



If you have any questions or difficulties please call in, telephone, e-mail or write to us.

## Checklist

<b>1</b>	<b>Have you completed and signed the application form?</b> If you require forms to add additional applicants to an account or add an additional operator to a child's account please contact the Society, or download from the website.	✓
<b>2</b>	<b>Have you read the Financial Services Compensation Scheme Information Sheet and Financial Services Compensation Scheme Exclusions List?</b> Both forms are available for you to read/download from the Forms option in the Savings section of the website. You will be asked to confirm on the application form that you have received the FSCS Information Sheet and the Society must receive that confirmation before opening your account.	✓
<b>3</b>	<b>Have you organised appropriate ID?</b> For information on what ID is required please read the leaflet 'Proving Your Identity'. Please send the originals and not photocopies.	✓
<b>4</b>	<b>Don't forget the money for the account!</b> Please note the minimum investment figure for the account.	✓
<b>5</b>	<b>Pop it all back to us - either through the post or in person</b> Please do not send cash through the post, and make all cheques payable to yourself.	✓

## Thats it! - it's that easy!

Your ID will be sent back immediately and details of your new account will follow shortly afterward.

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### COWBRIDGE BRANCH

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### MUMBLES BRANCH

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Tel: 01792 739200  
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### SWANSEA BRANCH

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Swansea SA1 3EW  
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