



Proving Your Identity

How to prove your name and address

Swansea Building Society

11-12 Cradock Street, Swansea
www.swansea-bs.co.uk

Why do you need to prove your identity?

When you open an account with us, we'll ask you for proof of your name and address. Don't worry, this doesn't mean you are under suspicion. It's to make it harder for criminals to use stolen identities and every bank, building society or financial institution complies with these money laundering regulations.

What you will need

When you open an account, we are required to verify your name and address. The number and types of identification you need to provide are dependent on whether you are an existing member and if you open an account in our branch or by post.

Existing Savings Members

You can open the account either in person at the branch or through the post. You will need to provide one of the following: Your existing Swansea Building Society passbook or chequebook or your latest investment statement. In addition, you need to provide one form of identification from list B that confirms your address.

LIST A - proof of who you are

- **Passport** Any current and valid signed passport
- **Biometric Residence Permit** (UK)
- **Current Driving Licence Photocard** - (full or provisional) UK, Isle Of Man, Channel Islands and EU
- **Current Driving Licence** (full or provisional) - paper version if issued before 1998. UK, Isle Of Man, Channel Islands and EU.
- **Birth Certificate** (UK AND Channel Islands) - issued within 12 months of birth (children's accounts only)
- **Adoption Certificate** - UK and Channel Islands (children's accounts only)
- **HM Forces ID Card** (UK)
- **Fire Arms Licence** - UK, Channel Islands and Isle Of Man
- **EU National Card** - Must be valid
- **Self employed in the construction industry - tax exemption certificate with photo** (Forms C155, C156 or SC60)
- **Most recent Inland Revenue tax notification**
- **Police Warrant Card**
- **HM Customs & Excise Card**
- **P60 or a recent payslip which also shows the National Insurance number and name**
- **Medical Card** - under 18 only
- **Child benefit book containing child's name** - under 18 only
- **Loan letter from LEA** - Students only
- **Swansea Building Society account passbook for an account which is open, containing name.**

New Customers

Opening the account in person

If you call in to our branch to open an account, you need to provide two different forms of identification, one from list A that confirms your name and the other from list B that confirms your address.

Opening the account through the post

If you apply for an account by post and send a cheque from your personal bank account which is in the same name as the account you wish to open, you will need to send two forms of identification, one from list A that confirms your name and the other from lists B that confirms your address. Otherwise, you need to send four forms of identification, two that confirm your name from list A and two from list B that confirms your address.

LIST B - proof of where you live

- **Current Driving Licence Photocard** - (full or provisional) UK, Isle Of Man, Channel Islands and EU
- **Current Driving Licence** (full or provisional) - paper version if issued before 1998. UK, Isle Of Man, Channel Islands and EU.
- **Mortgage Statement** (UK or EEA) (Non-EEA statements must not be accepted)
- **Bank/Building Society Statement** (UK and Channel Islands or EEA) (Non-EEA statements must not be accepted)
- **Bank/Building Society Account Opening Confirmation Letter** (UK)
- **Credit Card Statement** (UK or EEA) (Non-EEA statements must not be accepted)
- **Financial Statement** - Eg Pension, endowment, ISA
- **Council Tax Statement** - Valid for the current year (UK and Channel Islands)
- **Work Permit/Visa** - UK Residence Permit - valid up to expiry date
- **Utility Bill** - Not a mobile telephone (Within 3 months)
- **Benefit Statement** - eg, Child benefit, pension
- **A document from Central/Local Government/ Government Agency/Local Authority** - e.g from the Department for Work and Pensions, Customs & Revenue, Job Centre Plus, Social Security
- **Solicitors letter confirming recent house purchase or land registry confirmation** (additional address identification document also required to verify previous address)
- **Local council rent card or tenancy agreement**
- **Most recent Inland Revenue tax notification**
- **TV Licence renewal notification for current licence**
- **House insurance certificate** - current year
- **Vehicle Registration Document**
- **Parent/Guardian name and address details that can be verified and are the same as the applicant** - under 18 only