

A few things we need to see

to help us open your new
Business Savings account



Nationwide

On your side

To help us get your new account open, we need to see original documents as proof of identity.

We need these because your financial safety is absolutely vital to us and helps meet UK money laundering regulations to stop criminals from using financial products or services for their own benefit.

We will only ever ask for the information we absolutely need for the purpose of opening your account. And if you send original documents by post we'll be sure to return them to you.

Thank you for helping us to stop financial crime.

Here's a list of the items we need and how you can provide them

If you're a UK and European Economic Area National

Please take one document from the UK Photo ID list to a branch only (please do not post in)

UK Photo ID

Evidence we need to see

Valid full UK Passport

Valid full UK Photocard Driving Licence

Or

You can bring either one document from the proof of name list and one document from the proof of current address list into branch, or send them to us by post.

Proof of name list

Choose one of the following items	Can I take to a branch?	Can I send by post?
Valid full UK driving licence (old style paper)	Yes	No
Valid full EEA passport or EU member state ID card	Yes	No
UK-based bank or building society statement (which must be less than three months old)	No	Yes
UK-based bank or building society statement (which must be less than three months old) with debit, credit or cheque guarantee card (remember not to post)	Yes	No
Letter from Benefits Agency (which must be less than 12 months old)	Yes	Yes

Proof of current address list

Choose one of the following items	Can I take to a branch?	Can I send by post?
Mortgage statement (must be less than 12 months old)	Yes	Yes
Gas or electricity bill (must be less than three months old)	Yes	Yes
Phone bill – not mobile (must be less than three months old)	Yes	Yes
Water bill (must be less than 12 months old)	Yes	Yes
Council tax bill (must be less than 12 months old)	Yes	Yes

If you are a Non UK and European Economic Area National

If you don't come from the European Economic Area you'll need to bring your passport and proof of your current address into branch for ID purposes.

If you are a sole trader

Please **choose one** item from the list and send it by post or take to your nearest branch

- ✓ Bank statement
- ✓ VAT certificate or business rate demand
- ✓ Audited accounts or utility bill
- ✓ Letter from a Solicitor or Accountant

If you are a partnership

Please **choose one** item from the list and send it by post or take to your nearest branch

- ✓ Evidence of membership of a professional or trade association
- ✓ Partnership deed
- ✓ Bank statement, utility bill or letter from a Solicitor or Accountant
- ✓ VAT certificate or Audited Accounts or business rate demand

If you are a club

Please **choose one** item from the list and send it by post or take to your nearest branch

- ✓ Club constitution or rule of the Club
- ✓ Minutes or letterhead
- ✓ Letter confirming the purpose of the Club

Ways to provide your original documents

By post: Freepost, Commercial Deposits Team, Nationwide Building Society, Northampton NN3 6NW

In branch: We can accept your application form and validate your original documents at any Nationwide branch. Visit nationwide.co.uk/branchfinder for your nearest one.

Need help or have a question?

No problem. Call us on **0800 66 55 11**

We're here to help Monday to Friday, 9am to 5pm, except on bank holidays.

You can also email us at commercial.deposits@nationwide.co.uk

Remember we can only accept original documents as proof of ID, so please take valuable documents such as your passport or driving licence into branch and **do not** send them in the post.

For Branch Use Only

To help our customer complete their application for a new Business Savings account, please validate their ID and complete the following:

To: Business Savings Team, NAC

From: (your Branch Prefix):

Please note Proof of Name and/or Proof of Address has been keyed into Portrait for:

Customer name: _____

Customer address: _____

CIS Number: _____

ID Confirmed Status in Portrait: Yes No

Sign: _____

Date: _____

For Business ID

Please take a copy and stamp to confirm you have seen the original and send to Business Savings Team, NAC