

# Ways to provide identification

To help us open your new Business Savings account

**To help us get your new account open, we need to see original or certified 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'll 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 how you can provide identification:

1. Take your original documents into a Nationwide branch, or
2. Send your original documents to us in the post, or
3. Have your documents certified by a professional person and send the original certified document to us in the post. If you choose this option, please refer to the 'Certification of ID form' at the bottom of this form.

If you choose option 1 or 2, then this form gives you all the information you'll need.

## Take your identification into a Nationwide branch, or send them in the post

Visit [nationwide.co.uk/branchfinder](https://nationwide.co.uk/branchfinder) for your nearest branch.

If you're visiting a branch, you'll only need to take **one** of the following original documents.

### UK Photo ID (Branch only)

Valid full UK Passport

Valid full UK Photocard Driving Licence

## Or

If you aren't able to provide the above in branch, you'll need to provide **two** forms of original identification. **One** document from the proof of name list and **one** document from the proof of current address list. The tables below will tell you if we can accept your identification via branch or 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 3 months old) <b>with</b> debit or credit card	Yes	No
UK-based bank or building society statement (which must be less than 3 months old)	No	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
Utility bill - Gas/Elec/Tel. not mobile (must be less than 3 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 aren't able to provide any of the identification listed, please call us on the details given below and we'll be able to discuss further options with you.

## Taking your original documents into a Nationwide branch

If you're visiting a Nationwide branch please take a copy of this form along with your original identification documents. There's a section at the bottom of this form which is for branch use.

## Sending your original documents by post

If you're sending original identification documents in the post, please send your **two** forms of identification to us using the following FREEPOST reference:

### FREEPOST NATIONWIDE BUSINESS SAVINGS TEAM

No further address details are required, just write the above text in CAPITAL LETTERS and it will get to us. We'll be sure to return your original documents to you.

## 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 **BusinessSavings@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.

To see how Nationwide uses your information please visit **[nationwide.co.uk/privacy](https://www.nationwide.co.uk/privacy)**

## For Branch Use Only

To help our customer complete their application for a Business Savings account, please validate their documents and **ID confirm** the customer on Portrait. Once complete, please let us know via one of the following:

Phone: **0800 66 55 11** (option 1)

Email: **BusinessSavings@nationwide.co.uk**

Internal mail: Complete and return the below to Business Savings Team, NAC

**Customer full name:** \_\_\_\_\_

**Customer CIS number:** \_\_\_\_\_

**Employee name and number:** \_\_\_\_\_

**Branch prefix:** \_\_\_\_\_

**Date:** \_\_\_\_\_

# Certification of ID form

If you've chosen to get your documents certified by a professional person, this form will give you all the information you need.

## A professional person can be:

- Accountant
- Lawyer
- Independent Financial Advisor (IFA)
- FCA-registered mortgage broker
- Banker
- Post Office staff

## Step 1

Take two forms of original identification to your chosen professional. One document from the proof of name list and one document from the proof of current address list as detailed on the above form.

## Step 2

Ask your chosen professional person to take a good quality photocopy of your ID. We'll also need them to complete the section at the bottom of this form to certify that the ID photocopy you're providing is a true copy. Once complete, please attach the photocopy of your ID to this form and post to us using the following FREEPOST address:

### **FREEPOST NATIONWIDE BUSINESS SAVINGS TEAM**

No further address details are required, just write the above text in CAPITAL LETTERS and it will get to us.

## **Certification of ID Form to be completed by a nominated professional**

**Thank you for helping our customer to complete their Certification of ID. The information you provide will only be used to confirm this ID.**

Once you have seen our customer's original identification please complete this form in block capitals.

By completing this form, you're confirming that you've seen the original and valid identification documents and can confirm that the photocopy attached is a true and accurate copy of the original.

### **About the identification**

Please confirm what two forms original identification you've seen.

Proof of name identification seen: \_\_\_\_\_

Proof of address identification seen: \_\_\_\_\_

### **About the customer**

Their full name: \_\_\_\_\_

Their business/organisation name: \_\_\_\_\_

### **About you (the certifier)**

Your full name: \_\_\_\_\_

Your occupation: \_\_\_\_\_

The name of the professional body you belong to and your registration number: \_\_\_\_\_

The name of your business: \_\_\_\_\_

The address of your business: \_\_\_\_\_

Your phone number: \_\_\_\_\_

Your email: \_\_\_\_\_

Please sign here to confirm that all the information you have provided is correct:

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_