

Confirmation of Identification

CLIENT NAME.....Date of initial contact.....

Please note that checks may be carried out to confirm that a certificate or document is genuine. We reserve the right to request further validation if considered necessary.

In an effort to combat money laundering, it is a legal requirement that all accountants must verify the identity of their new clients. In order for us to meet this requirement we will need to verify your identity and your address. Please supply separate pieces of evidence to validate both your identity and address. Please note the same evidence cannot be used for both purposes. *(tick to indicate what supplied)*

Confirmation of Identity (Original or Certified Copy)

- Latest Inland Revenue Tax Notification
- Bank, Building Society, Credit Union or Credit Card Statement, no more than 3 months old.
- Current state pension / child benefit / DDSs / Disability Allowance book or original letter of notification confirming the rights to benefits.
- Current full passport
- Current full paper driving licence / UK Photocard Licence (full or provision)
- Gas, Electricity, Water or Telephone Bill no more than 3 months old. (Bills for mobile telephones are not acceptable.)
- Certificate of Incorporation (for limited company) or Registration Documentation (for Charities).
- Memorandum & Articles of Association (for limited company) or approved Constitution (for charities).

Confirmation of Address

This should show your present address and should be in the name of the person or organisation (originals only).

- Gas, Electricity, Water or Telephone Bill no more than 3 months old. (Bills for mobile telephones are not acceptable.) (Not the same bill as one used to confirm your identity.)
- Current Council Rent Book / Council Tenancy Agreement
- Current Council Tax Bill
- Most recent Mortgage Statement
- Bank, Building Society, Credit Union or Credit Card Statement, no more than 3 months old.
- Latest Inland Revenue documentation, e.g. Notice of Coding (if not used to confirm your identity)
- Latest TV / Vehicle Licence Reminder
- Known Housing Association tenancy agreement or known Housing Association rent card

Official Use Only
Details of documents seen

Official Use Only
Details of documents seen

Documents seen by Date