

savings account identification requirements

All banks, building societies and financial institutions are required by law to verify the identity of any individual or organisation that opens an account with them. This is necessary to protect the organisation, its members and the public from fraud and also to help combat money laundering.

Our requirements for individuals are set out overleaf. For identification requirements regarding children, charities, groups and companies see the following pages. In all of these categories you should note that there may be occasions when documentation over and above that stated in this brochure will need to be produced and you will be told if this applies to you.

building a greener society



identification requirements

Proof of identity for Individuals

We want to make the process as straightforward as possible, so if you already have an account with us and quote your account number on your application, we may not need any further evidence of your identity and address, but if we do, we will try and do this via an electronic search.

If you are new to the Society we will make an electronic search for the purpose of verifying your identity and will also ask you to open your account either with your own personal cheque drawn on your current account or with a cheque from another building society or bank where you are an investor. Please note that in the latter case, we will also need to be provided with a recent investment account statement from the relevant building society or bank, which will also count as the Table A item, should this be necessary (see right).

Should our electronic search prove unsuccessful, we will need to ask you to provide us with **two** additional forms of identification, one from each of the tables (see right), unless you have already provided us with a building society or bank investment account statement, in which case only an item from Table B will be required. Copy documents are not acceptable, except in the case of passports and driving licences but these must be certified by a solicitor, accountant, bank or building society official, mortgage or investment broker. The identification provided must be from different organisations. All original documents will be returned to you when the account has been opened.

Table A

- Bank current account statement
- Building society or bank investment account statement
- HM Revenue & Customs tax notification
- Letter issued by the Benefits Agency
- Passport (certified copy*)
- Driving licence (certified copy*)

Table B

- Council tax bill
- Gas bill
- Electricity bill
- Water bill
- Telephone bill (not mobile telephone)
- Mortgage statement
- Credit or store card statement

NB. Internet produced statements/documents cannot be accepted under any circumstances.

Any documents produced must be current and issued within the last 12 months.

Please note that if you are opening a joint account, you must each have your identity verified. However, both of you may rely on the same items from Table A and Table B if they are addressed to and clearly identify each of you.

** Please note that colour copies cannot be accepted*



Accounts for Children

Opened in the child's name;

Accounts can only be opened by cheque, from a parent/relative who should provide a covering letter. The application should be accompanied by three items:

- a photocopy of the child's birth certificate
- a photocopy of a passport, medical card, school/college ID card, bus or train pass
- an original letter from the child's school/college, doctor or dentist specifically referring to the child

Opened by parents or relatives as trustees for a child;

Accounts can only be opened by personal cheque from the trustees or by building society cheque (supported by an investment account statement from the relevant building society). Applicants – i.e. parent or relative – must each have their identity verified as specified on page 2 for individuals. In addition a photocopy of the child's birth certificate will be required.

Deposit Account - Charities

The application must be accompanied by an original of the charity's letterhead. Details should also be provided of the resolution to open the account and to authorise those who can operate it. Corporate charities should provide this information on the application form and unincorporated charities must provide a copy of their resolution. Registered charities should state their registration number. All other charities will need to provide a copy of the charity's constitution and a copy of a directory entry showing membership of a wider organisation. The individuals who will be operating the account will also need to provide two forms of identification as shown on page 2 (one from Table A and one from Table B) as an electronic search will not be undertaken. The initial deposit into the account must be made by a cheque drawn on the charity's bank account. A personal cheque from one of the signatories will only be acceptable if the charity does not have a bank account.



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Group Account

The application must be accompanied by an original of the group's letterhead, together with either a copy of its constitution or a copy of a directory entry showing membership of a wider organisation. The trustees who will be operating the account will each need to have their identity verified as specified on page 2 for individuals. The initial investment into the account must be by a cheque, drawn on the group's bank account. A personal cheque from one of the signatories will only be acceptable if the group does not have a bank account.

Deposit Account – Corporates (including Corporate Charities)

The application must be accompanied by an original of the company's letterhead. Details should also be provided on the application form of the resolution to open the account and to authorise those who can operate it. In addition, except in the case of a plc, we will need to see a copy of the company's memorandum and articles of association and its certificate of incorporation, together with a list of its directors and shareholders, if applicable. The individuals who will be operating the account will also need to provide two forms of identity (one from Table A and one from Table B on page 2) as an electronic search will not be undertaken. The initial deposit into the account must be made by cheque drawn on the company's bank account.

If for any reason you are unsure about our identification requirements, please ask the Society for guidance. You can contact us on 0845 674 5566 (local rate).



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Stephen Thomas, OGI –
Ground Source Energy Systems

All the photographs and testimonials in this booklet are of actual Ecology savers and borrowers.



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