



## Identification Requirements

In accordance with Government regulations concerning money laundering and as part of our identification procedures (even if you are an existing client) it is necessary for us to obtain evidence of your identity as soon as possible.

### OFFICE APPOINTMENTS

When you attend for your first appointment, please bring with you:

Two forms of identification: one to confirm your name (preferably photographic) and one to confirm your address

The list below is a guide as to the forms of ID that are acceptable:

<b>Proof of your Name</b>	<b>Proof of your Address (in your own name)</b>
<ul style="list-style-type: none"><li>▪ Current signed passport</li><li>▪ Current UK/EU photocard driving licence</li><li>▪ Original notification letter from the Benefits Agency / Pension Service confirming the right to benefits (dated within the last twelve months)</li><li>▪ HMRC tax notification. Such as tax assessment, statement of account or notice of coding (dated within the last twelve months). <i>P45s and P60s are not acceptable.</i></li><li>▪ Senior Citizen bus pass</li><li>▪ Current Blue Disabled Driver's pass</li></ul>	<ul style="list-style-type: none"><li>▪ Recent utility bill, not more than three months old.</li><li>▪ Original bank or building society statement, not more than three months old.</li><li>▪ Mortgage statement</li><li>▪ Council tax statement (valid for the current year)</li><li>▪ Council rent card or tenancy statement</li><li>▪ Original notification letter from the Benefits Agency / Pension Service confirming the right to benefits (dated within the last twelve months)</li><li>▪ HMRC tax notification. Such as tax assessment, statement of account or notice of coding (dated within the last twelve months). <i>P45s and P60s are not acceptable.</i></li></ul>

Please note that some items appear in both lists – you cannot use the same item of ID to confirm both your name and address. Two separate items will be required.

### HOME VISITS

If we are undertaking a home visit, please arrange to have two forms of ID available for inspection.

***For further help and advice, please visit [www.woodfines.co.uk](http://www.woodfines.co.uk)***