



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*)

All New Clients 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.)

New Company, Partnership, Charity or Trust

- Certificate of Incorporation (for limited company) or Partnership Deed (for Partnerships) or Registration Documentation (for Charities).
- Memorandum & Articles of Association (for limited company) or approved Constitution (for charities).

All New Clients 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

Documents seen by Date

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Office Use Only

Client Type & Code: (TICK AS APPLICABLE)					
Individual	I		Trust	T	
Sole Trader	ST		Pension Fund	PF	
Company	CO		Charity or Association	CH	
Partnership	PS				
Individual as Co. Dir.	I				

Documents	Applicable to Client Type Codes								Original or Certified Copy seen Date	Copy held in CID? Yes/No
One of:										
Government Issued Photo ID	I	ST								
Government Issued Photo ID Main Director/Trustee/Partner			CO	PS	T	CH	PF			
Other ID including Date of Birth where Photo ID not available	I	ST	CO	PS	T	CH	PF			
Detail:										
One of:										
Proof of Address	I	ST								
Detail:										
Proof of Business/Registered Address			CO	PS	T	CH	PF			
Detail:										
One of relevant to type:										
Partnership Deed, HMRC Registration and List of Equity Partners				PS						
Full Companies House Printout			CO							
Documentary evidence of Incorporation/Registration, Registered Office, List of Directors/Trustees/designated members and list of shareholders/members			CO			CH				
Full Charity Commission Printout						CH				
Original or certified copy of Trust Deed and any amendments					T					
Documentation showing HMRC Approval of scheme or other reference number (UTR).	I	ST	CO	PS	T	CH	PF			
Original or certified copy of registration, sponsoring employer and list of trustees							PF			

Documents seen by Date