

# Identification requirements for new customers – TMW version only

**The Mortgage Works (TMW) must satisfy identification requirements for all customers. If your customer has not been successfully identified electronically, you'll need to obtain copies of paper ID evidence to confirm their name and address (Identity).**

## Copies of ID Proofs

Copies of ID Proofs are acceptable. Original valuable ID documents such as Passports and Driving Licences shouldn't be requested. Copies of valuable documents should be obtained instead.

## UK and European Economic Area Nationals

### UK Photo ID:

Please supply one copy document from the UK Photo ID list below:

- Copy of a valid full UK Passport
- Copy of a valid full UK or Northern Ireland photocard driving licences

Alternatively please supply one document from the proof of name list and one **different** document from the proof of current address list.

### Acceptable proof of name:

Copy of:-

- Valid full UK or Northern Ireland paper (old style paper) or photocard driving licences
- Valid provisional UK or Northern Ireland photocard driving licences
- Valid full EEA Passport or EU member state ID Card
- UK based Bank or Building Society statement\* or credit card statement (less than three months old and must show transactions. Internet, branch stamped/printed banking statements, mini statements and store cards are not acceptable. \*Statements must be from a different source, i.e. a bank or credit card statement used for name ID cannot be from the same provider as a mortgage statement taken for address)
- UK Firearms Licence or Shotgun Certificate
- Letter from Benefits Agency (less than twelve months old)

### Acceptable proof of current address:

Copy of:-

- UK based Bank or Building Society statement\* or credit card statement (less than three months old and must show transactions. Internet, branch stamped/printed banking statements, mini statements and store cards are not acceptable. \*Statements must be from a different source, i.e. a bank statement taken for address cannot be from the same provider as a bank or credit card statement used for name ID)
- Copy of a Valid full UK or Northern Ireland paper (old style paper) or photocard driving licences
- Valid provisional UK or Northern Ireland photocard driving licences
- Gas, electricity or telephone bill, not mobile (less than three months old, internet e-bills and internet statements are not acceptable)
- Mortgage statement\*, water bill or council tax bill (less than twelve months old, internet statements are not acceptable. \*Statements must be from a different source, i.e. a mortgage statement taken for address cannot be from the same provider as a bank or credit card statement used for name ID)
- Benefit Letter (less than twelve months old)

## Important notes

**Proofs of name and address from Nationwide (including Regional Brands) are not acceptable.**

### PO Boxes

Addresses containing PO box numbers are not acceptable for anti money laundering purposes.

BFPO addresses are acceptable subject to normal evidence being provided.

### Non European Economic Area Nationals

If the customer doesn't come from the European Economic Area, you'll need to obtain copies of their passport and proof of permanent or indefinite rights to reside in the UK.

**All copy ID documents that are received will be securely destroyed.**

**Thank you for helping to stop financial crime.**

For Intermediary use only.

Telephone: 08000 30 40 40

The Mortgage Works (UK) plc is a wholly owned subsidiary of Nationwide Building Society and is authorised and regulated by the Financial Conduct Authority under registration number 189623. Most buy-to-let mortgages are not regulated by the Financial Conduct Authority. You can confirm our registration on the FCA's website ([www.fca.org.uk](http://www.fca.org.uk)) or by contacting the FCA on 0800 111 6768. Registered Office: Nationwide House, Pipers Way, Swindon, SN38 1NW. Registered in England. Company Registration Number 2222856.

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