



## Acceptable Proof of Identity and Residence

If you have been asked to send in further proof of identification and/or residence, please refer to the information below for guidance on documents that we can accept.

**Please note that all documents must show your name, be valid, and be the most recent available. You cannot use the same document for proof of identity and residency.**

Please send one document from list A to confirm identity and one document from List B to confirm address.

### A: Proof of Identification

- Current valid Passport – must be signed
- Current UK/Northern Ireland Photo Driving License – full or provisional
- National ID card (non-UK nationals) – must be currently valid

For non-UK passports or EU identity cards, please also supply evidence of settlement status (indefinite leave to remain).

### B: Proof of Address (\*if not already used for identity)

- Current UK/Northern Ireland Photo Driving License\* – full or provisional
- Utility Bill – gas, electricity, water or landline phone bill (not mobile) – dated within the last 3 months
- Council Tax Bill – dated within and relevant to current tax year
- Bank/Building Society Statement or Credit Card Statement – dated within last 3 months
- HMRC Tax Notifications or Awards Letter – valid for the current tax year. P45/P60 is not acceptable
- State Pension or Benefits Book/Notification Letter – dated within current tax year
- Mortgage Annual Statement – from a recognised lender and most recent statement dated within last 12 months

Once you have your document(s) ready, you can upload them via the Document Upload Portal.

Alternatively, you can also send your documents to us at:

Gatehouse Bank  
PO Box 861  
Wallsend  
NE28 5BP

We accept original and photocopies of documents. All originals will be returned to you.

If you have any questions on acceptable proof of identification or residence, please contact us on 0345 600 3350 Monday to Friday 9am-5pm, or [info@gatehousebanksavings.com](mailto:info@gatehousebanksavings.com)