



Acceptable Proofs Document

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 full name, be currently 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	
Document	Documents Must:
Current Passport	<ul style="list-style-type: none"> • Be currently valid • Include full name, date of birth and photo • Be a clear copy with photo clearly visible
Current UK/Northern Ireland Photo Driving License	<ul style="list-style-type: none"> • Full or provisional • Be currently valid • Include full name, date of birth and photo • Be registered at current residential address • Both sides of the document must be provided
National ID card (non-UK nationals)	<ul style="list-style-type: none"> • Be currently valid • Issued by Government • Include full name, date of birth and photo • Both sides of the document must be provided <p>For non-UK passports, or EU identity cards, please also supply evidence of settlement status (indefinite leave to remain)</p>

B: Proof of Address (*if not already used for identity)	
Document	Documents Must:
Current UK/Northern Ireland Photo Driving License*	<ul style="list-style-type: none"> • Full or provisional • Be currently valid • Include full name, date of birth and photo • Be registered at current residential address • Both sides of the document must be provided
Utility Bill	<ul style="list-style-type: none"> • Be a Gas, Electricity, Water or Landline Phone Bill (not Mobile) • Include full name and current residential address • Be dated within the last 3 months • Be a full statement
Council Tax Bill	<ul style="list-style-type: none"> • Include full name and current residential address • Relate to the residential address • Be dated within and relevant to current tax year
Bank/Building Society Statement or Credit Card Statement	<ul style="list-style-type: none"> • Include full name and current residential address • Be dated within the last 3 months

HMRC Tax Notifications or Awards Letter	<ul style="list-style-type: none"> • Include full name, current residential address and National Insurance Number or date of birth • Be dated within the current tax year • A P45/P60 is not acceptable
State Pension or Benefits Book/Notification Letter	<ul style="list-style-type: none"> • Include full name, current residential address and National Insurance Number or date of birth • Be dated within the current tax year
Mortgage Annual Statement	<ul style="list-style-type: none"> • Include full name and current residential address • Be the most recent statement dated within the last 12 months • Be from a recognised lender

Acceptable Proof of Ownership (for Nominated Account)

If you have been asked to send further proof to confirm your nominated bank account, please refer to the information below for guidance.

To confirm your nominated account belongs to you, we require a recent bank statement showing your details.

Your bank statement must:

- Show your full name (first name and second name)
- Show your sort code and account number
- Be dated within the last 3 months
- Show activity during this period
- Not have a zero balance or be a closed account

Next Steps:

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

If you have any questions on acceptable proof of identification/residence or on acceptable proof of ownership, please contact us on 0345 600 3350 Monday to Friday 9am-5pm, or by emailing us at info@gatehousebanksavings.com