

## ANTI-MONEY LAUNDERING

### VERIFICATION OF CUSTOMER IDENTITY

**NB:** If you are receiving funds from a Council customer in any transaction above £1,000 cash, the identity of the person making the payment must be checked and confirmed.

All suspicions about possible Money Laundering, regardless of amount, should be reported to the Money Laundering Reporting Officer, via the [Money Laundering reporting form](#).

### Customer Details

<b>Forename</b>		<b>Surname</b>	
<b>Address:</b>			
<b>Payment in Respect of:</b>		<b>Payment Reference</b>	
<b>Amount</b>	<b>£</b>	<b>Receipt Number</b> (If Applicable)	

If a payment is being made on behalf of a Wirral Council customer by a third party then please complete the details below in respect of the third party.

### Details of the Third Party Making the Payment:

<b>Forename</b>		<b>Surname</b>	
<b>Address:</b>			

### 1. Evidence not obtained – reasons:

1. Customer/third party previously identified in: Month \_\_\_\_\_ Year \_\_\_\_\_
2. Other – state reason fully \_\_\_\_\_

### 2. Individuals and Third Parties

#### Met customer or third party face to face?

<b>Yes</b> – obtain 1 form of identification, either:	<b>No</b> – obtain 2 forms of identification, either:
Proof of identity – photo identity or:	Proof of identity – photo identity and an additional piece of evidence or:
Proof of identity – non-photo identity and proof of address (Please note P.O. Boxes are not acceptable addresses) or date of birth (can be electronic).	Proof of identity – non-photo identity, proof of address (Please note P.O. Boxes are not acceptable addresses) or date of birth  Plus: an additional piece of evidence.

See table overleaf for acceptable sources of evidence.

Evidence of Identity	Evidence of Address or Date of Birth
(Please tick box to confirm identity type verified)	
<p><b>Acceptable photo identity</b></p> <p><input type="checkbox"/> Valid passport</p> <p><input type="checkbox"/> Valid photocard driving licence (full or provisional)</p> <p><input type="checkbox"/> National identity card (non-UK nationals issued by EEA member states and Switzerland)</p> <p><input type="checkbox"/> Identity card issued by the Electoral Office for Northern Ireland</p> <p><input type="checkbox"/> Other (Please specify)</p> <p><b>Acceptable non-photo evidence</b></p> <p>Documents issued by a government department, incorporating the person's name and residential address or their date of birth, e.g:</p> <p><input type="checkbox"/> A current UK full driving licence old version (not provisional licences)</p> <p><input type="checkbox"/> Evidence of entitlement to a state or local authority funded benefit (including housing benefit and council tax benefit), tax credit, pension, educational or other grant</p> <p><input type="checkbox"/> Documents issued by HMRC, such as PAYE coding notices and statements of account (NB: employer issued documents such as P60s are not acceptable)</p> <p><input type="checkbox"/> End of year tax deduction certificates</p> <p><input type="checkbox"/> Other (Please specify)</p>	<p><input type="checkbox"/> Instrument of a court appointment (such as a grant of probate, bankruptcy)</p> <p><input type="checkbox"/> Current council tax demand letter or statement</p> <p><input type="checkbox"/> Current (within the last 3 months) bank statements, or credit/debit card statements issued by a regulated financial sector firm in the UK, EU or JMSLG equivalent jurisdiction (but not those printed off the internet)</p> <p><input type="checkbox"/> A file note of a visit by a member of the Council to the address concerned ("home visit")</p> <p><input type="checkbox"/> An electoral register search showing residence in the current or most recent electoral year)</p> <p><input type="checkbox"/> A recent (last available) utility bill (gas, water, electricity, telephone – <b>not</b> mobile 'phone bills); it must be a bill or statement of account (<b>not</b> correspondence)</p> <p><input type="checkbox"/> Valid photocard driving licence (full or provisional)</p> <p><input type="checkbox"/> A current UK full driving licence old version (<b>not</b> provisional licences)</p> <p><input type="checkbox"/> Evidence of entitlement to a state or local authority funded benefit (including housing benefit and council tax benefit), tax credit, pension, educational or other grant</p> <p><input type="checkbox"/> Documents issued by HMRC, such as PAYE coding notices and statements of account (NB: employer issued documents such as P60s are not acceptable)</p> <p><input type="checkbox"/> Solicitor's letter confirming recent house purchase or land registry confirmation (you must also verify the previous address)</p> <p><input type="checkbox"/> Other (Please specify)</p>

I confirm that I have seen the originals of the documents indicated above and have identified the above Customer or Third Party.

Cashier 1 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Cashier 2 Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**NB Wherever possible TAKE PHOTOCOPIES of the identification evidence and PUT ON FILE. Copies should be stamped to indicate a copy and signed to evidence sight of the original.**