

# Minimum Packaging Requirements

Declaration	Signed and dated by all applicants
Direct Debit Mandate	Signed and dated by one of the account holders (please note, we cannot accept Direct Debit payments from a business account).
ID/address verification	We will use electronic methods to identify your customer however, if unsuccessful, we may need documents to prove identification and present address and we will notify you if this is the case.
Proof of income	<ul style="list-style-type: none"> <li>• <b>Employed</b> - Latest 3 payslips if paid monthly (latest 4 if paid weekly).</li> <li>• <b>Retirement Income</b></li> </ul> <p><b>Private pension</b> - The most recent pension statement (dated within the last 12 months).</p> <p><b>State pension</b> - Letter of confirmation from The Department for Work and Pensions confirming pension amount payable dated within the last 12 months.</p> <p>Latest month's bank statement which should show the latest pension credits. Prints from on-line statements are accepted provided that the names of the financial institution and account holder can be identified along with the sort code and account number.</p> <ul style="list-style-type: none"> <li>• <b>Self-employed</b> - Sole traders or partnerships – we require the latest 2 years' SA302s together with Tax Overview certificates. We may request copies of the latest 2 years' accounts. We take an average of the applicant's latest 2 years' earnings.</li> <li>• <b>Limited company directors</b> with more than 20% shareholding - we require the latest 2 years' SA302s together with Tax Overview certificates. We also require the latest 2 years' audited accounts which should state the applicant's share of the salary/dividends.</li> </ul> <p>We take an average of the applicant's last 2 years' salary and dividends. We will not use retained profits or director's loans.</p> <p>(Accounts/SA302's must not be more than 18 months old at date of application).</p> <p><b>Please refer to our Broker helpdesk if decline in latest year's figures.</b></p> <ul style="list-style-type: none"> <li>• <b>Directors with less than 20% shareholding</b> - Latest 3 months' payslips.</li> </ul>
Bank statements	<ul style="list-style-type: none"> <li>• Latest months' personal bank statement for all applicants showing day to day transactions and where employed, salary credits should be evident.</li> </ul>
Proof of deposit	<ul style="list-style-type: none"> <li>• <b>Personal savings</b> - Latest personal statement showing accrual of funds.</li> <li>• <b>Gifted deposit</b> - Signed and dated letter from family member confirming it is a gift and they will have no interest in the property together with their bank statement showing funds.</li> </ul>
Valuation/administration fee	Payment should be made upon application at <a href="http://www.monbs.com/pay">www.monbs.com/pay</a>

**For further information on how to apply please visit <https://www.mbs-intermediaries.com/how-to-apply/>**

## Identification:

We will require one document as proof of name and one as proof of address, please find suitable documentation from our 'Identification Table' below.

Identification Table	
Proof of Name	Proof of Address - if less than 1 month at current - need proof for previous also
Valid EEA Passport	Valid UK Driving Licence Photocard
UK Biometric Residence Permits	Valid UK Old-Style Driving Licence
Valid UK Driving Licence Photocard	HMRC Tax Notification less than 12 months
Valid Old-Style Driving Licence	Proof of Benefit Entitlement less than 12 months
Northern Ireland Voter Card	Current Council Tax Bill
British Armed Forces ID Card	Bank/BS/Credit Card Statement less than 3 months (PDFs accepted if address on dox)
Blue Badge Disabled Driver	Mortgage Statement less than 12 months
EEA Nationality Card	Utility Statement (not mobile) less than 3 months (PDFs accepted if address on dox)
Firearms/Shotgun Certificate	Local Council rent card or council tenancy agreement
HMRC Tax Notification less than 12 months	Solicitor Letter confirming house move less than 3 months
Proof of Benefit Entitlement less than 12 months	Grant letter or student loan agreement from LEA less than 12 months
Proof of indefinite leave to remain in the UK	
Current Passport containing stamp for indefinite leave to remain in the UK	
Current visa/residency permit (front and back for new biometric formats)	

**The ID and leave to remain requirements noted above are applicable for all individuals including those applying in the name of a Limited Company.**

**For Limited Company applications we will electronically verify the existence of the Company. However, we will require the latest business bank statement.**

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Monmouthshire Building Society is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Financial Services Register Number: 206052.

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