

# Opening a New Savings Account Checklist

Thank you for choosing to open a savings account with us today.

Below you will find a handy checklist of what you need to do to open a savings account.

## Have you...

- read the savings account Summary Box
- read the Financial Services Compensation Scheme (FSCS) sheet
- completed both sides of the application form with signatures from all named account holders
- completed the Self-certification form (included in the Savings account application pack)
- provided two forms of identification (see Providing Your Identification leaflet)
- included originals or certified photocopies of your identification documents (see Providing Your Identification leaflet)
- provided the opening balance for the account by including a cheque made payable to the name of the account holder

If you wish to transfer funds into your new account, your account details can be found in your welcome pack, which you will receive once your account has been processed. Please note you will have 28 days to make a deposit otherwise your account will be closed.

That's it, you are good to go!

Simply package up your application and drop it in the post or your local branch next time you're passing.

For a list of our branch addresses visit [www.darlington.co.uk/branches](http://www.darlington.co.uk/branches).



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# Providing Identification Documents (ID)

We are required to verify your identity when you open a savings account with us.

Please provide one form of identification from List A and one form of identification from List B.

The document from List A must be different to that of List B. Copies of the identification you provide will be retained for our records.

## List A - Proof of who you are

- Current signed UK/EU/EEA or Swiss passport
- Current UK photo-card driving licence (full or provisional)
- Current full UK driving licence (old style, paper based)
- Current EU/EEA photo-card driving licence
- Current UK/EU/EEA or Swiss National ID Card
- HM Armed Forces/Police ID Card
- UK Border Agency ID Card – UK Residence Permit
- Current signed Firearms Certificate
- Blue Disabled Parking Badge that includes your photograph, signature and date of birth
- HM Revenue & Customs Tax Notification (up to 12 months old)
- Evidence of entitlement to statement benefits, pension, tax credits (up to 12 months old)

## List B - Proof of your address

Ensure documents are in your name and show your current address:

- Current photo-card driving licence (full or provisional)
- Current Full UK driving licence (old style, paper based)
- Solicitors written confirmation of house move

### We also accept (up to 12 months old):

- Council tax bill for the current year
- Mortgage statement
- Evidence of entitlement to statement benefits, pension, tax credits
- Tenancy Agreement from local council, housing association or reputable letting agency
- We also accept (up to 3 months old):
- Utility bill (we do not accept mobile phone bills)
- Bank or building society statement
- Credit Card statement
- Official letter from a government agency (e.g. DVLA, HMRC, Job Centre Plus)
- Care Home letter signed by the Manager/Senior Carer

## Providing Identification Documents for Under 18's(ID)

You will need to provide two forms of identification if you are opening a Savings Account on behalf of a child. Please provide one form of identification from List A and one form of identification from List B.

## List A - Proof of who you are

- Current signed UK/EU/EEA or Swiss passport
- Current UK/EU/EEA or Swiss National ID Card
- Birth/Adoption Certificate (long version)
- NHS Medical Card
- National Insurance Card
- A letter of introduction from school/college or university confirming name and address (must be on official letterhead)

## List B - Proof of your address

- Parent or Guardian's proof of address (from List B above)
- A letter of introduction from school/college or university confirming name and address (must be on official letterhead)

See overleaf to read how to verify your identification documents and how we store your identification.

## Verifying your identification documents

We can only accept original documents or photocopies of identification documents certified by our branch staff or a person from the below list.

Copies of your original documents should be certified with the words 'I confirm that I have seen the original document' on them.

The certifier must sign, print their full name and state their profession, company address, phone number and date on the photocopied document. The person certifying should be currently employed in a role listed below and must not be related to you in any way.

They must also not be named as a joint account holder for the account you are opening.

- Solicitor/Public Notary
- Chartered Accountant
- Barrister
- Councillor (Local or County)
- Justice of the Peace
- The Post Office
- Doctor
- Public sector official (e.g. Police Officer, Officer of the Armed Forces, Teacher)
- Financial Services Intermediaries
- Other (local government officer, Member of Parliament, Office of the Public Guardian, PG, bank manager or minister of religion)

## Storing your identification documents

Keeping your personal information safe and secure is important to us. We keep your information securely for as long as we legally need it and no longer.

For a full overview of our Privacy Notice visit [www.darlington.co.uk/privacy](http://www.darlington.co.uk/privacy)



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# Investment account application form

Type of account	<input type="text"/>	Opening balance	<input type="text"/>
Title of account	<input type="text"/>	Account no	<input type="text"/>

## CUSTOMER 1

Title	<input type="text"/>	E-mail	<input type="text"/>
Surname	<input type="text"/>	Daytime tel	<input type="text"/>
Forename(s)	<input type="text"/>	Evening tel	<input type="text"/>
Address	<input type="text"/>	Gender	<input type="text"/> (male/female)
		Nat Ins No	<input type="text"/> (XX 99 99 99 X)
		DOB	<input type="text"/> (dd/mm/yyyy)
		Tax group	<input type="text"/> (net/gross)
Postcode	<input type="text"/>	Holder type	<input type="text"/> (holder/beneficiary/ trustee/company)

## CUSTOMER 2

Title	<input type="text"/>	E-mail	<input type="text"/>
Surname	<input type="text"/>	Daytime tel	<input type="text"/>
Forename(s)	<input type="text"/>	Evening tel	<input type="text"/>
Address	<input type="text"/>	Gender	<input type="text"/> (male/female)
		Nat Ins No	<input type="text"/> (XX 99 99 99 X)
		DOB	<input type="text"/> (dd/mm/yyyy)
		Tax group	<input type="text"/> (net/gross)
Postcode	<input type="text"/>	Holder type	<input type="text"/> (holder/beneficiary/ trustee/company)

## CUSTOMER 3

Title	<input type="text"/>	E-mail	<input type="text"/>
Surname	<input type="text"/>	Daytime tel	<input type="text"/>
Forename(s)	<input type="text"/>	Evening tel	<input type="text"/>
Address	<input type="text"/>	Gender	<input type="text"/> (male/female)
		Nat Ins No	<input type="text"/> (XX 99 99 99 X)
		DOB	<input type="text"/> (dd/mm/yyyy)
		Tax group	<input type="text"/> (net/gross)
Postcode	<input type="text"/>	Holder type	<input type="text"/> (holder/beneficiary/ trustee/company)

## CUSTOMER 4

Title	<input type="text"/>	E-mail	<input type="text"/>
Surname	<input type="text"/>	Daytime tel	<input type="text"/>
Forename(s)	<input type="text"/>	Evening tel	<input type="text"/>
Address	<input type="text"/>	Gender	<input type="text"/> (male/female)
		Nat Ins No	<input type="text"/> (XX 99 99 99 X)
		DOB	<input type="text"/> (dd/mm/yyyy)
		Tax group	<input type="text"/> (net/gross)
Postcode	<input type="text"/>	Holder type	<input type="text"/> (holder/beneficiary/ trustee/company)

## Interest payment details (please note not all options are available for every account type)

Added to this account <input type="checkbox"/>	Paid to another DBS account <input type="checkbox"/>	Paid to another bank/building society account <input type="checkbox"/>
	<i>Fill in fields 1 and 2 below</i>	<i>Fill in fields 1 to 5 below</i>

1 Account name	<input type="text"/>
2 Account no	<input type="text"/>
3 Bank/building society name	<input type="text"/>
4 Sort Code	<input type="text"/>
5 Branch address	<input type="text"/>

If you are opening this account by cheque, please make sure the cheque is written out to yourself.  
PLEASE ENSURE THAT YOU READ AND SIGN THE DECLARATION ON THE REVERSE OF THIS APPLICATION FORM



## Self-certification declaration form for an individual

### PLEASE READ BEFORE COMPLETING THIS FORM

The UK government has signed, and will be signing, a number of inter-governmental agreements to share tax information, where applicable, with the tax authorities in other countries. The requirement to collect certain information about each customer's tax arrangement is part of UK legislation and as a financial institution we are legally obliged to collect it. We are asking for your tax residency and tax ID numbers (where applicable) and will record this on our records now, but will only disclose this information to the relevant tax authorities if and when we are required to under UK law.

To find the list of countries that have signed information sharing agreements, please go to the OECD automatic exchange information portal <http://www.oecd.org/tax/automatic-exchange/international-framework-for-the-crs/> and <http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/crs-by-jurisdiction/#d.en.345489>.

Your tax residence generally is the country in which you live for more than half the year, but rules differ. Further details are available here: [www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/#d.en.347760](http://www.oecd.org/tax/automatic-exchange/crs-implementation-and-assistance/tax-residency/#d.en.347760)

As a financial institution, we, Darlington Building Society, are not allowed to give tax advice. If you have any questions on how to complete this form we recommend that you speak to your tax authority (for example, HMRC in the UK) or your tax or legal adviser.

# Individual tax residency self-declaration form

## Part 1 – account holder information

Your full name:	
Title:	
Your current address (including country):	
Mailing address (if different):	
Date of birth:	

## Part 2 – country of tax residence

1. Are you a citizen and tax resident of the UK only?

Yes  No

If YES, please sign at the end of this form. If NO, please answer questions 2-5.

2. Are you a citizen of and/or tax resident in the USA?

Yes (go to Q3) No

3. If you answered yes to Q2, please provide your US tax identification number.

Country tax residency	Tax identification number	Please state why TIN not provided
United States		

4. Are you tax resident in a country other than the UK or US?

Yes (go to Q5) No (please sign at end of this form)

5. Please list the countries other than the UK and US of which you are tax resident, if any, together with associated tax identification number.

Country/countries of tax residency	Tax identification number	Please state why TIN not provided

### Part 3 – declaration

I understand that the information I have supplied is covered by the full provisions of the terms and conditions governing my relationship with Darlington Building Society setting out how Darlington Building Society may use and share the information I have supplied.

I acknowledge that the information contained in this form and information regarding reportable account(s) may be provided to the tax authorities of the country in which this account(s) is/are maintained and exchanged with tax authorities of another country or countries in which I may be tax resident pursuant to intergovernmental agreements to exchange financial account information.

I certify that I am the account holder (or am authorised to sign for the account holder) of all the account(s) to which this form relates.

**I declare that all statements made in this declaration are, to the best of my knowledge and belief, correct and complete.**

I undertake to advise Darlington Building Society within 30 days of any change in circumstances which affects my tax residency status identified in Part 1 of this form or causes the information contained herein to become incorrect, and to provide Darlington Building Society with a suitably updated self-certification and declaration within 30 days of such change in circumstances.

Signature:

Print name:

Date:

*If you are not the account holder, please indicate the capacity in which you are signing the form.  
If signing under a power of attorney please also attach a certified copy of the power of attorney.*

Capacity:





## Nominated Bank Account Registration form

<b>Name of investors(s):</b>	
<b>DBS Customer number:</b>	

### Details of Nominated Bank Account

This will become your nominated bank account for **all** faster payment transactions

The nominated bank account must be in your name. It must be able to accept electronic payments via the Faster Payments Service

<b>Bank Name:</b>	
<b>Bank account number:</b>	
<b>Sort code:</b>	
<b>Bank account in the name(s) of:</b>	

**We are required to obtain evidence that the bank account you would like to register is a personal current account in your own name. To do this, we will verify these details electronically, we will send your name, address, date of birth and bank details to the credit reference agency, who will supply us with the information we require. The credit reference agency will record details of the search but the search will not be seen or used by a third party to assess your ability to obtain credit. We will only use the results of this search to confirm your bank account details.**

**Where we are unable to verify your bank details we will request you to forward a bank statement from this bank account within the last 3 months showing your name, bank account number and sort code.**

By signing this form you authorise the society to use the bank account as above to transfer from your DBS savings account to your nominated account. Should you request to transfer funds from a notice account without giving the required notice you accept that you will incur a penalty as set out within the terms and conditions of your account.

This instruction cancels and replaces any previous Nominated Bank Account instructions.

### Customer Authority

By submitting this form you are choosing to use our payment services to make or receive electronic payments between us and another service provider. We will share your personal data with that service provider in order to administer and manage your request and to comply with payment services regulations.

Information about how your personal data will be gathered, shared and secured can be found in our Privacy Policy at [www.darlington.co.uk/privacy-policy/](http://www.darlington.co.uk/privacy-policy/) or ask for a copy in branch.

<b>Signed:</b>	<b>Date:</b>
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### Office Use only

<b>Evidence supplied:</b>	
<b>Input By:</b>	<b>Date:</b>
<b>Check By:</b>	<b>Date:</b>
<b>Scanned By:</b>	<b>Date:</b>