



MONEY LAUNDERING REGULATIONS

We need to comply with the Money Laundering Regulations, and we will need proof of identification for all Directors, Business Owners and any important committee members who have a responsibility at the organisation.

As a result of the implementation of the above regulations, Payroll Providers, as well as Solicitors and Accountants, are required to be registered.

This means that it is essential that all new employees you appoint must produce proof of their identity.

A copy of this proof must be forwarded to payman.co.uk ltd, as the registered provider of your payroll service, together with a fully completed New Employee Form.

Without this documentation we are unable to admit them to the Payroll.

PROOF OF IDENTITY

Examples of acceptable identification are on the reverse of this page, but are not exclusive.

You cannot use one form of identification for both name and address. For example, if you provide your driving licence as proof of your name you must provide another form of identification for your address, such as a utility bill.

Documents which are not acceptable include, but are not limited to

- Provisional driving licence
- Mobile phone bills
- Credit card statements

<u>Proof of name</u>	<u>Proof of address</u>
Current signed passport	Utility bill issued within the last three months
Original birth certificate (UK birth certificate issued within 12 months of the date of birth in full form including those issued by UK authorities overseas such as Embassies High Commissions and HM Forces)	Local authority council tax bill for the current council tax year
EEA member state identity card (which can also be used as evidence of address if it carries this)	Current UK driving licence (but only if not used for the name evidence)
Current UK or EEA photocard driving licence	Bank, Building Society or Credit Union statement or passbook
Full old-style driving licence	Original mortgage statement from a recognised lender issued for the last full year
Photographic registration cards for self-employed individuals in the construction industry -CIS4	Solicitors letter confirming recent house purchase or land registry confirmation of address
Benefit book or original notification letter from Benefits Agency	Council or housing association rent card or tenancy agreement for the current year
Firearms or shotgun certificate	Benefit book or original notification letter from Benefits Agency (but not if used as proof of name)
Residence permit issued by the Home Office to EEA nationals on sight of own country passport	Inland Revenue self-assessment or tax demand
National identity card bearing a photograph of the applicant	Electoral Register entry
	NHS Medical card