

Identification Requirements for telephone operated accounts



Requirements for new Dunfermline Direct customers

You must open your account with a cheque from your nominated account (see "opening an account" section of product Terms and Conditions).

- If your nominated account is a bank account, your deposit cheque must show your name and account details (a joint account is acceptable). This is our confirmation of your identity.
- If your nominated account is a building society account with no personal cheque facilities, your deposit cheque must be issued by the building society, and you must ask them to verify (with official stamp and signature) the name, sort code and number of account either on the back of the cheque or by separate letter. This is our confirmation of your identity.

We also need **one** original item from the following list, to confirm your current address:

- **Mortgage Statement** - must be less than 12 months old
- **Gas or Electricity Utility Bill** - must be less than 3 months old
- **Water Utility Bill** - must be less than 12 months old
- **Council Tax Bill** - must be less than 12 months old
- **Landline Telephone Bill** - must be less than 3 months old
- **Local Authority Housing Benefit Letter** - must be less than 12 months old

Your documents will be returned to you. We will not accept responsibility for the loss of or damage to the documents or any liability arising from that loss or damage.

If you are already a Dunfermline Direct customer

To open your Dunfermline Direct Account, simply complete the application form and return it to us along with your deposit cheque from your nominated account. You will also need to tell us the number of your existing account number with us.

Send you completed application along with your cheque and proof of address to:

Dunfermline Building Society
FREEPOST SCO4118
DUNFERMLINE
KY11 8WY

IMPORTANT: If the application form is not completed in full or the correct identification documents are not enclosed, your application, cheque and documents will be returned to you.