

If you are opening an account as a Limited Company – you will need to provide a Certificate of Incorporation along with proof of the company address. You will need to provide a company headed letter of authorisation from a Company Manager level or above, naming you as the contact for Drop & Go transactions. To verify this, you will need to provide proof of personal ID to match the contact name stated in the letter of authorisation.

If you are opening an account as a partnership, then each partner will need to provide 1 item from the identity list and 1 from the address list.

If you are opening an account as an individual, or any other type of business (excluding Limited Companies and Partnerships) – please provide 1 item from the identity list and 1 from the address list.

Identity list

A valid (not cancelled), in date, Passport of any nationality

Residence permit issued by the UK Home Office to EU nationals

Current UK photo-card driving licence

Current UK full old style driving licence

Current European Community driving licence

Original notification letter from the Department of Work and Pensions, confirming the right to receive benefits (no more than 3 months old)

Inland Revenue tax calculation

Current firearms certificate

Application Registration Card (ARC) issued by the UK Border Agency to Asylum Seekers in the UK

Address list

Current driving licence, meeting the same requirements as those for personal identity (this isn't acceptable proof of address if already used for proof of personal identity)

Local authority tax bill (no more than 12 months old)

Recent utility bill (no more than 6 months old) – mobile phone bills and television licences are not acceptable

Bank or Building Society statement (no more than 3 months old)

Local council rent card or tenancy agreement

Original notification letter from the Department of Work and Pensions, confirming the right to receive benefits (no more than 3 months old) – this isn't acceptable proof of address if already used for proof of personal identity