

## What you need to open a business account

The information we ask you to provide when you open a business account can help protect you against identity theft and fraud. You may be asked to provide different types of information depending on your personal circumstances and type of business. The guide below tells you what you need to bring with you when you come to open an account.

## 1. SOLE TRADERS/PARTNERSHIPS (UNINCORPORATED AND UNREGULATED)

For ALL businesses we need <u>one</u> of the following documents to confirm the name(s) of the business owner(s), the business's trading name, and the business address:

a business bank statement (dated within the last three months)

a utility bill (dated within the last three months)

an invoice from a supplier (dated within the last three months)

a letter addressed to Metro Bank from an accountant acting on behalf of your business

correspondence from HMRC (dated within the last 12 months).

Alternatively, we will visit your business premises (which must be different to your residential address) to verify that it is an established business.

## 2. LIMITED COMPANIES/LIMITED LIABILITY PARTNERSHIPS

With your permission we will carry out an electronic business search at Companies House. If this is satisfactory we will not need any more documents from you. If your business is newly registered with Companies House, it may not show up in our search.

# **3.** COMMUNITY ACCOUNTS FOR CLUBS, SOCIETIES, CHARITIES AND OTHER NOT-FOR-PROFIT ORGANISATIONS

#### You will need:

Registered charity: Minutes of the Meeting and Charity Commission number

Registered and limited charity: Charity Commission number and company registration number

**Club/society/association:** Minutes of the Meeting and constitution documents. If there are no constitution documents available, a letter on headed paper with the same information.

## Constitution documents must state:

- the name of your registered charity/club/society/association
- the purpose of your registered charity/club/society/association
- the key official roles for your registered charity/club/society/association (e.g secretary, treasurer).

#### Minutes of the Meeting must state:

- the agreement to open an account with Metro Bank
- who has been appointed to the key official roles
- who is authorised to operate the bank account and the account signing rule.

The Minutes must be signed and dated within the last three months, by at least two where there are two or more key officials, of the registered charity/club/society/association.



What you need to open a business account (continued)

#### How long will my business account application take?

We aim to open your account as quickly as possible, but we might need to ask you additional questions or carry out further checks. We will always keep you updated if this happens.

## 4. PERSONAL IDENTIFICATION

We will need proof of identity and residential address for everyone involved in opening the account, including:

- account operators: authorised signatories or nominated persons
- responsible individuals: anyone who directly or indirectly controls 25% or more of the capital or profits of the Business, or 25% or more of the Voting Rights
- company officials: we may be required to identify a minimum of two company officials (for limited companies two Directors) if there are two or more. If only one company official is appointed, we must identify them
- trustees of registered charities: two Trustees (if four or more exist) OR all Trustees (if three or less exist) as registered with the Charity Commission
- **key officials:** a minimum of two key officials (where there are two or more) who have signed the Minutes of the meeting for a club/society/association/registered charity.

If you don't have any of the below proofs of photo ID or address, please refer to our 'What you need to open an account' list for a full list of documents we accept. You can ask for a copy of this list in store, or find it on **metrobank**online.co.uk.

#### UK, EU, EEA OR SWISS NATIONAL

We need to see ONE ITEM from the following list of PHOTO ID:

valid UK/EEA/Switzerland passport

valid UK full/provisional photocard driving licence

valid EU member state national ID photocard

valid firearms certificate or shotgun licence.

NOTE: ID must be in date, undamaged and machine readable. Unfortunately we are unable to accept handwritten or photocopied passports or ID Cards.

## **PROOF OF ADDRESS**

We need to see TWO ITEMS from the following list:

All documents must include your current address and must contain a unique reference number to confirm your relationship with this provider.

Current UK Full/Provisional Photocard Driving Licence

Council Tax bill/demand notice/statement (valid for the current financial year or issued in the last 3 months)

HMRC documentation (PAYE Coding Notice/Tax Notification/Self-Assessment/Statement of Account/NI contributions bill issued in the last three months or valid for the current tax year). We can't accept P45 or P60 forms

Notification letter from Benefits Agency/Local Authority confirming your right to benefits (Department for Works and Pensions, Jobcentre Plus, Universal Tax Credit, Benefits Agency or Veterans Agency), dated within the last 12 months

Current Tenancy Agreement, from a local council or a recognised letting agency

Bank/building society/credit union statement, dated within the last 3 months, in the name of the person and not the business

Credit card statement, dated within the last 3 months, in the name of the person and not the business

Mortgage statement from a recognised lender, dated within the last 12 months

Life Assurance/Life Insurance Policy, dated within the last 3 months but outside of cancellation period

Motor Insurance Certificate, valid for the current year but outside of cancellation period - we can't accept cover notes

Sky/Cable/Utility bill (gas, electricity, water), dated within the last 3 months  $\,$ 

TV Licence letter or Direct Debit schedule confirming existence of a TV Licence dated within last 12 months (We can only accept original documents, not photo copies or internet print-outs).