

## Bank Verification for Individual/Joint Accounts

Bank details can be added in Adviser Zone via 'Investor Details', or via the Online Withdrawal journey

- If the bank details are added using the Online Withdrawal journey and they don't verify, there is a requirement to resubmit the Online Withdrawal once the bank account has been verified.

For a sole / joint accounts that fail verification, they will have the following options:

- Use the Client Biometric Verification ([Credas](#))
- **OR** submit documentation through Adviser Zone:
  - A certified copy of a UK Bank Statement dated within the last three months showing, client's name, address, sort code and account number (Certified by a Financial Adviser within the firm)
- **OR**
  - A Bank Details Form that has been wet-signed and dated by the client and witnessed by the Financial Adviser.
    - Witnessed bank details form is required to be:
      - Wet signed and dated by the IFA and client.
      - All sections need to be completed.
      - Electronic signatures are not accepted.

Bank Statements must be dated within three months, and must include...

- Account number
- Account name
- Sort code
- Client's address
- Wet signed & dated certification, this must be on the page with the client's address, sort code and account number. None of the certification can be electronically completed.
- We can accept a printed out online version of the statement, providing all of the information above is on one page and it's certified. It would need to be in the usual statement format with the relevant information as opposed to just a transaction list.
- We don't require any ID as long as the statement is certified by a Financial Adviser within the firm.

To certify documents the certifier should:

- Add the statement 'Certified as a true copy taken from the original'
- Print his/her name clearly in capitals underneath the signature
- Record the capacity or position in which they are certifying the document
- Firm name and address
- Wet sign and date the copy documentation on all pages

Examples of people who we can accept certification from include:

- Financial Adviser
- Solicitor
- Lawyer
- Councillor
- Minister of Religion
- Chartered Accountant
- Bank/Building Society
- Police Officer
- Doctor
- Dentist
- The Post Office

## Bank Verification for Trust/Company Accounts

- Bank details will need to be entered into Adviser Zone under 'Investor Details'.
  - For verifying the bank details of a trust / corporate account we will need:
    - **Bank Details Form** wet signed by two trustees (unless there is only one) or digitally signed using approved supplier for large trusts.
- AND:**
- **Certified copy of a UK bank statement** dated within the last three months and showing client's/trusts name, address and sort code and account number.
    - For corporate accounts, the bank account must be in the name of the company and not the Director.
    - For trust accounts the bank account needs to be in the name of the trust. We can't accept bank accounts in the sole name of the underlying client.
    - For small trust accounts, we can accept bank accounts in the name of a trustee.
  - In addition to this, we would also require a certified copy of the Signatory List and Trust Deed. This is required to be certified on every page.
  - If the Signatory List isn't available, because this is a smaller trust, then we would require either a certified copy of the passport (we require both pages not just the photo page) or driving license of the trustees.

### Bank Statements must be no older than three months, and must include...

- Account number
- Account name
- Sort code
- Client's address
- Wet signed and dated certification, this must be on the page with the client's address, sort code and account number. None of the certification can be electronically completed.
- We can accept a printed out online version of the statement, providing all of the information above is on one page and it's certified. It would need to be in the usual statement format with the relevant information as opposed to a transaction list.
- We don't require any ID as long as the statement is certified by someone within the firm.

### To certify documents the certifier should:

- Add the statement 'Certified as a true copy taken from the original'
- Print his/her name clearly in capitals underneath the signature
- Record the capacity or position in which they are certifying the document
- Firm name and address
- Wet sign and date the copy documentation on all pages

### Examples of people who we can accept certification from include:

- Financial Adviser
- Solicitor
- Lawyer
- Councillor
- Minister of Religion
- Chartered Accountant
- Bank/Building Society
- Police Officer
- Doctor
- Dentist
- The Post Office