

# Account Registration Form

This form is to be completed to enable attorney(s), deputy(ies) or guardian(s) to administer and carry out transactions on the account(s).

If you need any help completing this form, please call us on 0345 266 1209 or visit your local branch.

## Section 1: Type of registration

Power of Attorney     Deputy (Court of Protection)     Financial Guardianship

## Section 2: Account holder details (Donor)

Account Holder Name (Donor)     Customer number (for colleague use only)     Customer Date of Birth

Account number(s) of account holder      Address   
     Postcode

Please register against any remaining accounts not listed above

Please register on new account

*Please refer to section 11 for more information on opening an ISA as attorney. Please ensure the relevant application form has been completed with the donor's details.*

## Section 3: Operator details (Attorney(s), Deputy(ies) or Guardian(s) being added to the account)

### Details of first operator

Title     First Name(s)     Any other initial(s)

Surname     Date of birth

Address   
Postcode

Home Telephone Number     Mobile

Email Address

Place of birth     Country of residence

### Details of second operator

Title     First Name(s)     Any other initial(s)

Surname     Date of birth

Address   
Postcode

Home Telephone Number     Mobile

Email Address

Place of birth     Country of residence

If more than two Operators are required, please complete an additional Account Registration Form

## Section 4: Alerts and preferences

### Transaction Alerts

We offer an email/text alert service to help keep you up to date about the accounts held by the donor. If you would like to sign up to receive transaction alerts, please complete this section. If you do not want to receive alerts, please leave this section blank.

#### Operator 1

I would like to receive alerts via

Email     Text

I would like to register for alerts on all accounts held by the donor

I would like to register for alerts on the accounts below:

  

#### Operator 2

I would like to receive alerts via

Email     Text

I would like to register for alerts on all accounts held by the donor

I would like to register for alerts on the accounts below:

  

Continued overleaf

## Section 4: Alerts and preferences (continued)

I have read and accept the terms and conditions associated with receiving email and text alerts from Skipton Building Society (attached to this form)

I have read and accept the terms and conditions associated with receiving email and text alerts from Skipton Building Society (attached to this form)

### Electronic Payment Statements

When there's an electronic payment out of the donors account we'll produce a statement detailing the electronic transactions for the monthly period.

If you've registered with us online you can view information about electronic transactions at any time.

Where you have provided an email address or are already registered online, you'll receive a notification email confirming your Electronic Payment Statement is available for you to view online.

#### Operator 1

Do you wish to be supplied with an electronic payment statement?

Yes  No

If you don't select either 'Yes' or 'No,' you'll automatically be enrolled to receive electronic payment statements for any accounts you're linked to as an attorney.

#### Operator 2

Do you wish to be supplied with an electronic payment statement?

Yes  No

### Your Preferences - Keeping you up to date about products and services

We would occasionally like to share information with you about our products, services, news and offers. Let us know how you'd like us to keep you updated about these below:

#### Operator 1

Email  Yes  No  
Post  Yes  No  
Telephone  Yes  No  
Text message  Yes  No

#### Operator 2

Email  Yes  No  
Post  Yes  No  
Telephone  Yes  No  
Text message  Yes  No

We'll remind you of your right to update your marketing preferences from time to time. You can change them at any time by going into a branch, logging in and going to 'My Account' (if you're registered for Skipton Online), calling us on 0345 850 1700 or writing to FREEPOST SKIPTON BUILDING SOCIETY (please use block capitals). Please be assured the Freepost address is correct despite its simplicity.

## Section 5: Annual General Meeting Pack Recipient

If you would like the AGM voting pack to be sent to an Operator (Attorney, Deputy or Guardian) at their address above, rather than the account holder, please select which Operator wishes to receive it. If not stated, the AGM voting pack will be sent to the account holder.

Please note, the AGM voting pack is sent subject to eligibility

1st Operator  2nd Operator

## Section 6: Identification for new operators

### Existing customers (in-branch registration):

Bring a valid photo ID or your passbook

### New customers (in-branch registration):

We will try to verify your identity electronically. If this is not successful, please provide two pieces of ID listed in the attached Power of Attorney Information Sheet.

### Postal registrations to our Head Office:

We will use an electronic verification system. If we cannot verify your identity electronically, we will ask you to provide valid ID as outlined in the attached Power of Attorney Information Sheet.

## Section 7: Correspondence address

Please complete where you would like the account correspondence to be sent to. Please note that all account correspondence will be sent to the address below only. If not stated, correspondence will continue to go to the account holder's address.

Postcode

## Section 8: Investment Products held through Skipton

Please complete this section if the account holder has products or investments arranged through Skipton.

You/ the account holder need to provide legal documentation confirming registration requirements, it is important that you/the account holder is aware that product providers require original documents and that these can be passed on to other providers if required. It may take several weeks for these originals to be seen and processed by all providers in an account holders portfolio and they will be returned to you once this is done.

Do you/the account holder wish to register an attorney on all on all investments held through Skipton?  Some  All

(If you have ticked 'Some', a member of our team will contact you/the customer to discuss further)

Original documents attached? (If original documents are not attached a member of our team will contact you to discuss further)

## Section 9: Online LPA Viewing Code

If you have been provided with an Online Viewing Code from the Office of the Public Guardian, please enter below. Please note, Skipton Building Society may still require sight of the original document in some cases.

V -     -     -

Please note these codes last for 30 days after being issued, if you have any issues with the code please contact the Office of the Public Guardian.

## Section 10: Power of Attorney – Declaration of Capacity Status

We ask in your view as Attorney/Deputy/Financial Guardian if the customer is mentally capable of managing their financial affairs so that we may allow them to transact accordingly. Please tick the appropriate option below.

You may wish to seek legal or medical advice for Enduring, Lasting or Continuing Powers of Attorney.

The account holder is **not** mentally capable of managing their own financial affairs

The account holder is mentally capable of managing their own financial affairs

Accepted Documentation to be Provided:

- Enduring Power of Attorney (OPG\* stamped)
- Lasting Power of Attorney
- Scottish (continuing & combined)
- Court Appointed Deputy – OPG\* sealed order
- Financial Guardianship Order

Accepted Documentation to be Provided:

- General Power of Attorney
- Enduring Power of Attorney (unstamped by the OPG\*)
- Lasting Power of Attorney
- Scottish (continuing & combined)

\* Office of The Public Guardian

Please note where queries and restrictions may apply we may request medical evidence or written communication from an attorney(s) in order to validate and register a document with the Skipton.

For lasting powers of attorney that can only be used once the donor has lost mental capacity, we require evidence dated within the last 3 months. This must be one of the following (unless the document specifies otherwise): a letter from the donor's GP, social worker or local authority, care home general manager, or a mental health professional.

## Section 11: Opening a New ISA on someone's behalf

Type of document	Circumstances	Can be opened by Attorney/ Deputy
General (or ordinary)	Where the Donor is a member of the Armed Forces posted in a warzone or is physically unable to sign the application form	✓
	Where the Donor is not a member of the Armed Forces posted in a warzone and is fully able to make the application themselves.	X <sup>†</sup>
Lasting POA	Registered with the Office of the Public Guardian (OPG)	✓*
Enduring POA	Unregistered	X <sup>†</sup>
	Registered with the Office of the Public Guardian (OPG)	✓
Deputyship order/Financial guardianship	N/A	✓*
Scottish Power of Attorney	Registered with the Office of the Public Guardian (Scotland)	✓

Note:

✓\* Dependent upon any restrictions within the document and provided it is broad enough to cover the opening of an ISA.

X<sup>†</sup> The donor/customer should sign their own ISA Application to open a new ISA account.

Continued overleaf

## Section 12: Signature of Operator(s) (Attorney(s)/Deputy(ies)/Financial Guardian(s)) to be added the account(s)

### Signature of Attorney(s)/Deputies/Financial Guardian(s) to be registered onto the account(s)

Attorney/Deputy/Guardian Name

Signed

Date (DD/MM/YY)

 /  / 

Attorney/Deputy/Guardian Name

Signed

Date (DD/MM/YY)

 /  / 

## Section 13: Your Personal Data

### How We Use Your Personal Data

For the purposes of Data Protection, Skipton Building Society is the Data Controller responsible for the collection, use, sharing, holding and protection of your personal data.

Skipton respects your privacy and is committed to protecting your personal data.

We endeavour to ensure that all personal data is kept confidential, accurate, up to date, available to you and held and transferred securely.

We put in place a range of security measures to help protect your data.

We only collect, use, share and hold your personal data when we have a lawful basis that allows us to.

We hold personal data for a period determined by our regulatory, legal and business requirements and this will continue beyond the closure of your account.

By providing your personal data and registering as a Power of Attorney you will be taking steps to enter into a contract with us.

### We use personal data about you to:

- identify you
- check the eligibility of products and services you apply for on behalf of the customer (the donor) or that they already have with us, and review this on an ongoing basis
- process, manage and administer your applications, enquiries, accounts, transactions, relationships, products and services on behalf of the customer (the donor)
- link this application to your customer record and other accounts, products and services you hold with us
- manage your experience with us
- protect you and provide security
- provide colleague training to help improve the quality of our service and for general quality assurance and communication monitoring
- prevent crime, money laundering, protect you and others from fraud and for public safety
- communicate with you about the products and services the customer (donor) holds with us
- send marketing communications, by the methods you or the customer (donor) have agreed to
- undertake research and gain insights into market trends, consumer behaviour, our competitors and changes in technology
- meet our legal, regulatory, auditing, tax and accounting obligations
- trace and recover debts

### Who We Share Your Personal Data With

To help process, administer and manage your application, accounts and relationships with us as a Power of Attorney we will share your personal data, where needed, with a range of other parties including:

- the customer (donor), your authorised representatives and joint account holders
- mortgage guarantors or potential guarantors and their legal representatives
- yours or the customers (donors) mortgage intermediary, financial advisers and other professional advisers
- central and local government departments including HMRC and The Office of Public Guardian
- solicitors, licensed conveyors, valuers and panel managers
- credit reference, fraud prevention, law enforcement agencies, tracing agent, field agents, debt collection agencies, appointed receivers and trustees in bankruptcy (including details of late payments, undisputed personal debts in default where no satisfactory repayment proposals have been received following the Society's final demand, repossessions)
- other financial organisations including payment services providers
- external auditors
- research and insight agencies
- mailing houses and printers
- information technology service providers
- risk, data modelling and ratings agencies

Continued overleaf

## Section 13: Your Personal Data

### Your Rights

In respect of your personal data, you have rights to:

- be informed about the personal data we collect, use, share and hold about you. The purpose of this privacy notice is to do this
- request details of the personal data we hold about you
- have inaccurate or incomplete personal data corrected
- request the erasure of your personal data
- restrict the collection, use, sharing and retention of your personal data in some circumstances
- request the electronic transfer of your personal data to you or another service provider
- object to the collection, use, sharing and holding of your personal data
- challenge automated decisions
- complain to the Information Commissioner's Office

For more information about how we use your personal data, who we share it with and why, how long we keep it, the lawful bases that apply, and your rights and how to exercise them please refer to our full Privacy Notice at [skipton.co.uk](https://skipton.co.uk), ask at your local branch, call us on 0345 850 1700 or write to our Data Protection Officer at Skipton Building Society, Skipton, North Yorkshire, BD23 1DN.



Call 0345 850 1700



Go to [skipton.co.uk](https://skipton.co.uk)



Visit us in branch

Skipton Building Society is a member of the Building Societies Association. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, under registration number 153706, for accepting deposits, advising on and arranging mortgages and providing Restricted financial advice. Principal Office, The Bailey, Skipton, North Yorkshire BD23 1DN.



# Text & Email Alerts

## Terms & Conditions

These terms and conditions apply to alerts we'll send you by text message or email about electronic payments credited to your Skipton Building Society savings account.

### How to set up or amend text message or email alerts

1. To set up text message or email alerts you must hold a Skipton savings account. If you have more than one account then you'll need to subscribe separately to receive notifications for each account.
2. To subscribe to text message alerts you'll need to give us a valid mobile phone number. For email alerts we'll need a valid email address. For security purposes we can only send text message or email alerts to the mobile phone number or email address registered against your account(s). We can only register one mobile phone number and one email address for each account holder, these will be the same mobile phone number and email address we hold on your customer record.
3. You can check and amend your mobile phone number, email address or your alerts contact preferences via Skipton Online (if you're registered), at your local branch or by calling us on 0345 850 1722. If you're an online customer, to change your details you'll will need to log on using your Grid Card or Secure Passcode.
4. You must tell us straight away if your mobile phone is lost or stolen or if you change your mobile phone number or email address. Please be aware that it may take up to 24 hours for us to update our system, so alerts may still be sent to the mobile phone number and/or email address registered with us during this time.

### Charges

5. We won't charge you for text message or email alerts, but your mobile network provider may charge you (for example, if you're abroad) and you will be responsible for these charges.

### Receiving alerts

6. Each alert will show the amount received, date received and the last four digits of your account.
7. We'll send you an alert every time your account receives a BACS, CHAPS or faster payment on the day it is credited to your account. You won't receive an alert for cheques or cash payments.
8. We are not responsible if you're unable to receive alerts because of the failure of any machine, data processing system, transmission link or anything else beyond our control, or if others are able to read your alerts. You are responsible for making sure that your mobile phone number and the device(s) that you use to access your emails are suitable to receive alerts and are adequately protected against external threats, for example unauthorised access and viruses.

### Joint accounts

9. For joint accounts, we'll only send alerts to the account holder who has subscribed to receive alerts for the account. If you prefer, both account holders can register separately for alerts. We'll then send separate alerts to each joint account holder.
10. If an account holder is removed from a joint account they will stop receiving alerts.

### How to stop your alerts

11. You can unsubscribe from alerts via Skipton Online (if you're registered), at your local branch or by calling us on 0345 850 1722. If you have more than one Skipton account, you'll need to unsubscribe separately for each account.
12. If you close your Skipton account your alerts will stop automatically. If you open another Skipton account in future you can subscribe again for alerts for that account.

### Changes to terms and conditions

13. We may make changes to these terms and conditions without notice.
14. We reserve the right to withdraw or suspend the alerts service at any time and shall have no liability to you if we do withdraw this service or if for any reason you do not receive an alert. Where possible we will give you prior notice of such withdrawal or suspension.

### General

15. These terms and conditions are governed by the laws of England and are subject to the exclusive jurisdiction of the English Courts.



# Financial Services Compensation Scheme



## Information Sheet

**Please retain for your record keeping purposes.**

The Financial Services Compensation Scheme ('FSCS') protects deposits made by most individuals and businesses. Your account statement will confirm whether your deposits with Skipton Building Society are eligible for FSCS protection. Details of certain exclusions from the FSCS's protection are set out in the exclusions list after this information sheet.

### Limit of protection

£120,000 per depositor per bank, building society or credit union.

If Skipton Building Society goes out of business the eligible deposits with the same bank, building society or credit union will be added up and the £120,000 will be applied to the total balance. For example, if you hold a savings account with £80,000 and a current account with £50,000, FSCS will pay you £120,000 and you may lose £10,000.

To ensure the FSCS can pay you promptly please ensure that Skipton Building Society has your up-to-date contact details including your email address.

### Joint and group accounts

Each eligible account holder is entitled to £120,000 protection in total. For example, if there are two account holders, you will each be entitled to £120,000 protection, giving a total of £240,000.

Eligible deposits in business accounts are treated as if made by a single depositor. This means these types of account will only be protected up to £120,000.

### Temporary high balances

If you have a 'temporary high balance' you may be entitled to more than £120,000 protection for six months from when the amount was first deposited or legally transferred. Temporary high balances are deposits connected with certain events, including:

- (a) Transactions relating to the purchase and sale of your main home.
- (b) Major life events such as death, your marriage or civil partnership, divorce, retirement, redundancy, disability or incapacity.
- (c) Compensation for personal injuries or wrongful conviction.

### How the FSCS will pay you

FSCS will typically return deposits within seven business days by cheque or electronic payment into an alternative account. Payments may take longer in exceptional circumstances, for example if there is a temporary high balance, or the deposit is held on behalf of underlying beneficiaries.

### Contact details for further questions about your account

You can get in touch by:

Calling 0345 850 1700

Chatting to us live at [skipton.co.uk](https://www.skipton.co.uk)

Our lines are open: Monday to Thursday: 8am – 6pm, Friday: 8am – 5.30pm, Saturday: 9am – 12 noon.

Visit us in branch

### Contact details for more information on FSCS protection

You can find more information on FSCS protection on its website at [www.fscs.org.uk](https://www.fscs.org.uk) or by contacting the FSCS using the details below:

Telephone: 0800 678 1100

Email: [enquiries@FSCS.org.uk](mailto:enquiries@FSCS.org.uk)

## Exclusion List

As set out in the Depositor Protection Information Sheet, deposits held by individuals and businesses will be generally eligible for FSCS protection up to the compensation limit. However, some exclusions do apply. Details of the most common exclusions are set out below. For full details of the exclusions please see the Depositor Protection Part of the PRA Rulebook.

A deposit is excluded from protection if it meets any of the following criteria:

(1) The account holder is:

- a credit institution
- a financial institution
- an investment firm
- an insurance undertaking
- a reinsurance undertaking
- a collective investment undertaking
- a pension or retirement fund
- a public authority, other than a small local authority.

### Note that:

- a) Deposits held on behalf of underlying beneficiaries who are eligible for FSCS protection, are not excluded.
  - b) Personal pension schemes, stakeholder pension schemes or occupational pension schemes for micro, small and medium sized companies are not excluded.
- (2) It is not held at a UK establishment of a bank, building society or credit union. Or, in the case of a bank, building society or credit union incorporated in the UK, it is not held at an establishment in Gibraltar.
- (3) The deposit is involved in any transactions where there is a link to a criminal conviction for money laundering. For example, it is transferred from an account held by someone who has been convicted of money laundering.



Call 0345 850 1700



Go to [skipton.co.uk](https://www.skipton.co.uk)



Visit us in branch

Skipton Building Society is a member of the Building Societies Association. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority, under registration number 153706, for accepting deposits, advising on and arranging mortgages and providing Restricted financial advice. Principal Office, The Bailey, Skipton, North Yorkshire BD23 1DN.

## Information sheet

### What we need to register a Power of Attorney:

- the Power of Attorney document
- a completed account registration form
- identification for new customers and attorneys who are not existing Skipton customers
- application form (if a new account is being opened for the customer).

### Step 1 - The Power of Attorney document

The Power of Attorney document provided must be either the original or an original copy certified by either the donor, a solicitor, a stockbroker, a chartered legal executive, or a notary public.

Please see the below table to make sure your Power of Attorney document can be registered.

Document requirements	General	Enduring	Lasting	Scottish
Can this document be used if the customer does not have mental capacity?	No	Yes*	Yes	Yes
Does this document need to be registered with the Office of the Public Guardian?	N/A	If applicable*	Yes	Yes*

\*This document must be registered with the Office of the Public Guardian if the customer does not have mental capacity.

### What if I don't want to send an original Power of Attorney document in the post?

If you can't or do not want to send us the original document in the post, you can do one the following:

#### Present the original document to a local Skipton Branch

Copies of the original document will be made in branch and your original document will be handed back to you.

#### Send us a certified copy of the Power of Attorney document, ensuring it meets the following requirements:

At the Skipton, we can only accept certified copies from the following professional bodies:

- Solicitor
- Stockbroker
- Chartered Legal Executive
- Notary Public

Alternatively, you can provide a self-certified copy from a donor who is mentally capable of managing their own affairs:

Please refer to the table below for our certification requirements:

Document Type	Certified by	
	England & Wales Solicitor, Notary Public, Chartered Legal Executive or Stockbroker Scottish Solicitor or Notary Public	Certified By Donor (only if they're mentally capable)
<b>General Power of Attorney</b>	Every page to include the following wording: "I certify this to be a true copy of the original" The certifier also needs to provide the following on all pages: <ul style="list-style-type: none"> <li>✓ Their full name</li> <li>✓ Their signature</li> <li>✓ Their profession</li> <li>✓ The name of the firm they work for</li> <li>✓ The address of the firm they work for</li> <li>✓ The date</li> </ul>	The donor can't certify a General Power of Attorney
<b>Enduring Power of Attorney</b>	Every page to include the following: "I certify this to be a true and complete copy of the corresponding page of the original" ✓ Signature of individual certifier ✓ Date The final page of the document should include the following: "I certify this is a true and complete copy of the original" The certifier must also print: <ul style="list-style-type: none"> <li>✓ Their full name</li> <li>✓ Their signature</li> </ul>	They must put the following at the bottom of every page: "I certify this is a true and complete copy of the corresponding page of the original enduring power of attorney" ✓ Sign it ✓ Write 'donor' ✓ Date it On the final page of the document, they must also write: "I certify this is a true and complete copy of the original enduring power of attorney"

## Step 1 - The Power of Attorney document (continued)

Document Type	Certified by	
	England & Wales Solicitor, Notary Public, Chartered Legal Executive or Stockbroker Scottish Solicitor or Notary Public	Certified By Donor (only if they're mentally capable)
<b>Enduring Power of Attorney</b> (continued)	<ul style="list-style-type: none"> <li>✓ Their profession</li> <li>✓ The name of the firm they work for</li> <li>✓ The address of the firm they work for</li> <li>✓ The date</li> </ul>	<p>They must put the following at the bottom of every page: "I certify this is a true and complete copy of the corresponding page of the original enduring power of attorney"</p> <ul style="list-style-type: none"> <li>✓ Sign it</li> <li>✓ Write 'donor'</li> <li>✓ Date it</li> </ul> <p>On the final page of the document, they must also write: "I certify this is a true and complete copy of the original enduring power of attorney"</p>
<b>Lasting Power of Attorney</b>	<p>Every page to include the following: "I certify this to be a true and complete copy of the corresponding page of the original"</p> <ul style="list-style-type: none"> <li>✓ Signature of individual certifier</li> <li>✓ Date</li> </ul> <p>The final page of the document should include the following: "I certify this is a true and complete copy of the original"</p> <p>The certifier must also print:</p> <ul style="list-style-type: none"> <li>✓ Their full name</li> <li>✓ Their signature</li> <li>✓ Their profession</li> <li>✓ The name of the firm they work for</li> <li>✓ The address of the firm they work for</li> <li>✓ The date</li> </ul>	<p>They must put the following at the bottom of every page: "I certify this is a true and complete copy of the corresponding page of the original lasting power of attorney"</p> <ul style="list-style-type: none"> <li>✓ Sign it</li> <li>✓ Date it</li> </ul> <p>On the final page of the document, they must also write: "I certify this is a true and complete copy of the original lasting power of attorney"</p>
<b>Scottish Power of Attorney</b>	<p>Once a Scottish Power of Attorney is registered with the Scottish Office of the Public Guardian, the OPG provides a certified version of the Power of Attorney document, featuring its watermark, which is ready for solicitors or other parties to validate.</p> <p>Where the Scottish Power of Attorney document has been registered using the online service:</p> <ul style="list-style-type: none"> <li>✓ The document must include specific wording to confirm that it is a true copy of the original.</li> </ul> <p>The certification should be on every page: "I certify this to be a true and complete copy of the corresponding page of the original instrument"</p> <p>Every page should include:</p> <ul style="list-style-type: none"> <li>✓ The certifier's signature</li> <li>✓ The date</li> </ul> <p>The final page of the document should include the following: "I certify the foregoing reproduction to be a true and complete copy of the original instrument"</p> <p>The final page of the document should also include:</p> <ul style="list-style-type: none"> <li>✓ The certifier's full name</li> <li>✓ The certifier's signature</li> <li>✓ The certifier's profession</li> <li>✓ The certifier's address</li> <li>✓ The date</li> </ul> <p>If a solicitor cannot certify the document as a true copy of the original because it is actually a copy of what was submitted to the OPG and is no longer the original, we can accept either a certification from them stating that the document is a true and complete copy of what they received</p>	<p>The donor can't certify a Scottish Power of Attorney</p>

## Step 1 - The Power of Attorney document (continued)

Document Type	Certified by	
	England & Wales Solicitor, Notary Public, Chartered Legal Executive or Stockbroker Scottish Solicitor or Notary Public	Certified By Donor (only if they're mentally capable)
<b>Scottish Power of Attorney</b> (continued)	<p>from the OPG, or a confirmation from the solicitor that the document is indeed a copy of what they obtained from the OPG.</p> <p>When handling a POA that lacks the watermark or is not formatted correctly, it can be certified using the phrasing on every page: "I certify that this is a true copy of the original which I have seen"</p> <p>Followed by their:</p> <ul style="list-style-type: none"> <li>✓ Full name</li> <li>✓ Signature</li> <li>✓ Profession</li> <li>✓ Address</li> <li>✓ Date</li> </ul>	

**If you have a 'V' code for a Lasting Power of Attorney document, this can be provided in place of an original document.**

Please note, if the Lasting Power or Attorney document was registered before 1 January 2016, you'll need to show the physical Lasting Power or Attorney document to us instead.

More information about obtaining a 'V' code can be found on this website: <https://www.gov.uk/use-lasting-power-of-attorney>

## Step 2 - Identification

You'll need identification if the donor (customer), or any attorney to be registered over an account, is not an existing Skipton customer. If you're visiting a branch you'll need two forms of identification. One from section (A) and one from section (B) below.

### (A) Verification of identity:

- Current valid UK passport
- Current Full or Provisional UK photo-card driving licence (the date of the licence and photograph must be in date)
- Current Full valid UK paper driving licence
- Current Full EU photo-card drivers licence
- HMRC coding/assessment/statement/tax credit notification (not a P45/P60) (must be the most recently issued and less than 12m old)
- Evidence of entitlement to state/local authority benefit (most recently issued and less than 12m old)
- Evidence of entitlement to tax credit (most recently issued and less than 12m old)
- Evidence from the Department for Work & Pensions (DWP) of entitlement to state pension (most recently issued and less than 12m old)
- Evidence of entitlement to other government/local authority grant (most recently issued and less than 12m old)
- Armed Forces/Police ID Card
- Current EU Member State ID Card
- Current Signed Firearms Certificate
- Current UK Residence Permit.

### (B) Verification of address:

- Utility bill (must be less than 3m old and show current address). We cannot accept a mobile phone bill
- Council tax bill for the current tax year
- Current UK photo-card driving licence
- Current Full valid UK paper driving licence
- Bank or Building Society statement showing address (must be issued in the last 3m). We cannot accept credit card statements
- Recent mortgage statement (must be most recent and issued in the last 12m)
- Evidence of entitlement to state/local authority benefit (must be most recent and issued in last 12m)
- Official letter from, DWP, Pension Service, Job Centre Plus or local authority confirming right to benefits (must be issued in last 3m)
- Care Home letter confirming residency and signed by an appropriate authority (must be issued in last 3m)
- Council tenancy agreement, or correspondence from local authority concerning tenancy agreement (must be issued in last 3 months)
- Court appointment instruction (e.g. Probate or Court registered Power of Attorney (must be issued in last 3m)
- Signed letter from Commanding Officer confirming residency in quarters (armed forces only) (must be on official letterhead and dated within last 3m)

If you need to send us foreign (non-UK) identification documents, please call our registrations team on 0345 266 1209 to discuss this.

## Step 2 - Identification (continued)

### What if I don't want to send an original identification document?

Unfortunately we cannot accept Internet printouts. We can only accept original documents or a certified photocopy. Our branch staff will be happy to certify the documents for you, or alternatively we can accept a document certified by a person from the following list.

- Solicitor (registered with the relevant national professional body)
- Chartered Accountant (registered with the relevant national professional body)
- Barrister
- Councillor (Local or County)
- Justice of the Peace
- Post Office Certification Service
- Member of Parliament
- Registered Doctor / Dentist
- Serving Police Officer
- Regulated Financial Services Intermediary
- Officer of the armed services (armed forces applicants only)

Copies of your original documents should be certified with the words 'I confirm that I have seen the original document'

The certifier must sign and print their full name and note their profession, company address, phone number and date. The person certifying should be currently employed in a role listed above and must not be related to you in any way (i.e. they must not be your husband, wife, brother, sister-in-law etc.). They must also not be named as a joint account holder for the new account you are opening.

You cannot certify your own identification.

## Step 3 - Account registration form

There are a few things to bear in mind when you complete this form.

- Decide where you would like the correspondence to go. Correspondence will be sent to the donor's (customer's) address if a correspondence address is not supplied, and the donor is mentally capable of managing their own affairs.
- Declaration of Capacity Status - for security purposes, please tell us whether the donor (customer) is mentally capable of managing their own financial affairs or not. If you are unsure, please contact our registrations team on 0345 266 1209.
- You can take documents for Power of Attorney registration into your local branch without an appointment but unless you have made an appointment to do this, the Power of Attorney might not be registered on the same day you provide it. If you would like to make an appointment to visit your local branch, you can call us to arrange this on 0345 608 0783. If you have sent the documents to our head office, please allow five working days for the Power of Attorney to be registered. We will aim to return your documents within ten working days with a covering letter.

Please note, for security reasons, we do not offer online and telephone access for the attorney(s), however the customer can continue to use these services providing they have mental capacity, and their account allows it.

## Step 4 – Application form (if a new account is being opened)

If the donor (customer) is opening a new account, we need an account application form with their details, which will need to be signed by the attorney(s) if the donor (customer) does not have mental capacity. If the donor (customer) is opening a new account, we need an account application form with their details, which will need to be signed by the attorney(s) if the donor (customer) does not have mental capacity or is unable to physically sign the form.



Call 0345 850 1700



Go to [skipton.co.uk](https://www.skipton.co.uk)



Visit us in branch

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