

ID help sheet for Charity Beneficiaries



What documentation do Charities need to provide?

All financial institutions have a responsibility to prevent money laundering and as a result, we are obliged to carry out due diligence on clients, all trustees and/or individuals involved with the companies and charities we deal with.

We require your ID because your Charity has either:

- Been left a Legacy in a Will which we need to pay out to the Charity.
- Been named as a potential Beneficiary of a Discretionary Trust and the Trustees have decided to appoint funds to the Charity.

Therefore, we are required to carry out certain checks prior to funds being released. Please note that each case is based on its merits and we may have further questions or require further documentation from you following the receipt of your documents.

We will issue you with a secure link sent by email from our ID service provider to obtain further information and enable you to upload copies of the required documentation. The link will prompt you to provide and confirm the following:

- Confirmation that the Charity wishes to accept the donation and how the funds will be used
- A bank statement for the company/charity dated within the last 3 months. This must show the charity name, the date of the statement and the sort code and account number.
- An up to date copy of the document which gives the authority to those accepting funds on behalf of the company/charity. This could be in the form of a signatory list, scheme of delegation, trustee resolution or a signed letter from all Directors/ Trustees.

- The most recent Trustee annual report, to include governance and financial controls, compliance, and objectives for the Charity.
- A declaration from the person completing the link:
 - That the individuals listed on Companies House are the current trustees / trustee-directors of the Charity
 - That all information provided is true, complete, and accurate to the best of your knowledge at the date of completion of the form.

Accepted Forms of Evidence

Helping You Get It Right the First Time

Please note that your name, the date and your address must be visible on any document you submit.

Surname Mismatch

If your surname on your ID differs to the one on the Land Registry title of a property we are instructed to deal with, please provide one of the following:

- Marriage Certificate
- Deed Poll Document
- Decree Absolute

First or Middle Name Mismatch

If your first or middle name is different or missing from either your ID or Land Registry title, please provide one of the following:

- Birth Certificate
- Deed Poll Document
- Marriage Certificate
- Decree Absolute

No Official Name Change Document?

If you are unable to provide the above, we will review your case and suggest possible alternative documents based on an individual review of your circumstances. Please note that without the required documentation, we may be unable to act on your instructions.