Countrywide
TAX & TRUST CORPORATION

ID Helpsheet

Where an individual lives in a care home and / or an attorney is acting on their behalf



What ID is required where an individual lives in a care home and / or an attorney is acting on their behalf?

All financial institutions have a responsibility to prevent money laundering and as a result, we are obliged to carry out due diligence on all individuals we deal with.

If you are instructing Countrywide Tax & Trust Corporation Ltd (CTTC Ltd) in relation to the following products and services, we are required to carry out certain checks to complete these on your behalf:

- Establishing a Trust during your lifetime.
- Where you are appointed to act as a Trustee of a Trust.
- Where funds are being loaned or appointed to you from a Trust.
- Declarations of Trust.
- Trusts of Land & Conveyancing.
- Trust Bank Account.
- Where you are settling funds or assets into a Trust.

To verify the identity of individuals living in a care home, we ask for the following information and documentation:

- Letter from the Care Home (on letterhead), confirming that the individual currently resides at the home and the date they moved in.
- The individual's previous residential address (before moving to the care home).
- Proof of address and identity for the individual (please see 'Additional ID' below).

If someone is acting on the individual's behalf (for example as an Attorney / Deputy) we require:

- A certified or office copy of the Lasting Power of Attorney (LPA) or Court Order.
- Identification and proof of address for the Attorney/Deputy submitted via our online ID verification provider:
  - Passport or Driving License.
  - Proof of address (e.g Council tax, TV license, utility bill etc - a mobile phone bill is not acceptable), dated within the last 3 months.
  - Bank statement, to include full name, address, sort code and account number, dated within the last 3 months.

Additional ID

We appreciate it can be more difficult to provide documentation for care home residents, but any of the following are helpful:

- Expired passport or driving license (even if the ID is expired, it still helps confirm identity).
- Proof of address dated within the last 3 months (e.g. bank statement, utility bill, medical letter).