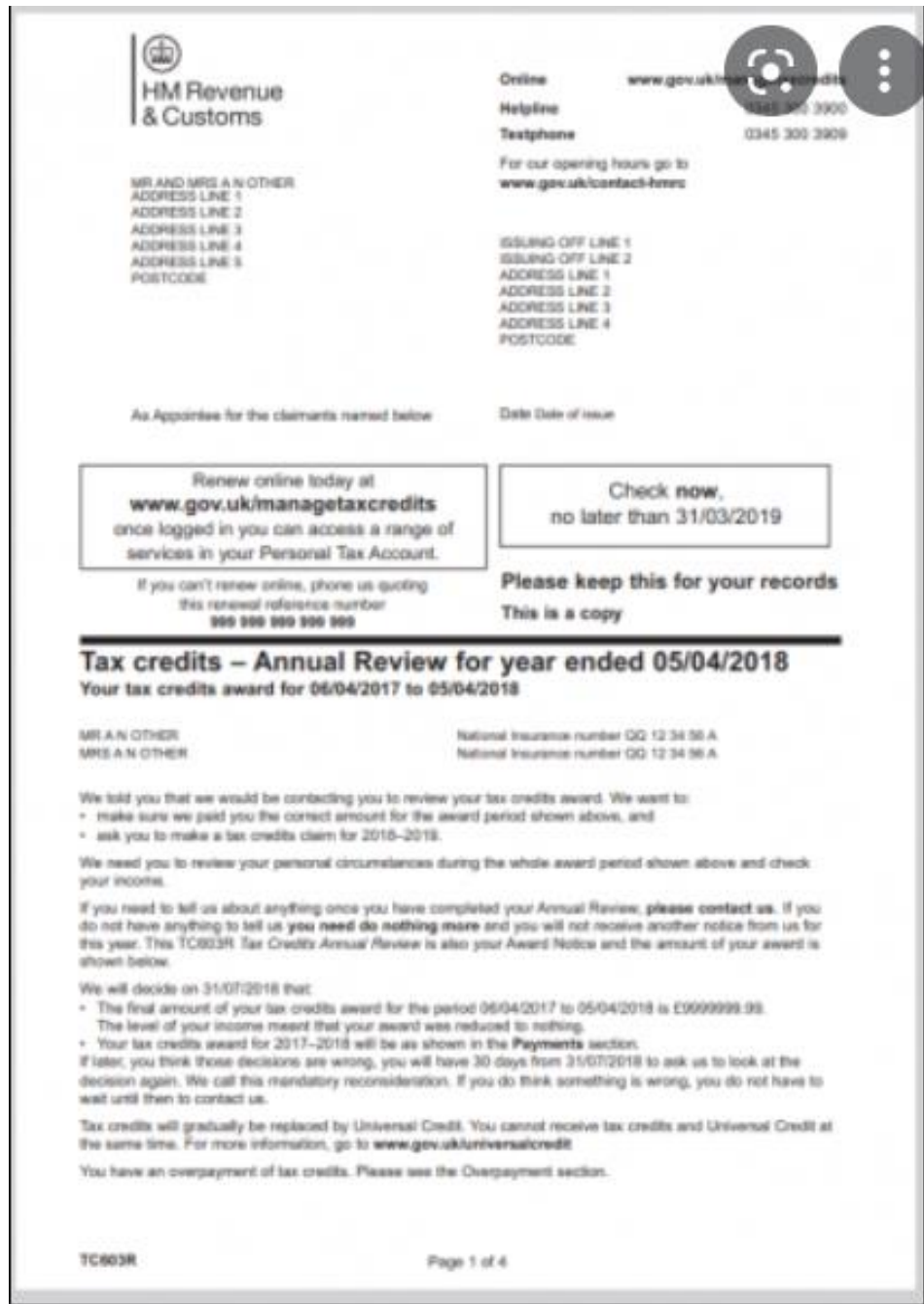


Examples of different types of ID that can be accepted

For a full list of what ID can be used please go to <https://www.gov.uk/criminal-record-check-documents>

- 1) Example of TAX CREDIT LETTER (you must be named in the document) must be dated within the last 90 days of you completing your DBS check



HM Revenue & Customs

Online www.gov.uk/manager-taxcredits
 Helpline 0300 200 3000
 Textphone 0345 300 3009

For our opening hours go to www.gov.uk/contact-hmrc

MR AND MRS A N OTHER
 ADDRESS LINE 1
 ADDRESS LINE 2
 ADDRESS LINE 3
 ADDRESS LINE 4
 ADDRESS LINE 5
 POSTCODE

ISSUING OFF LINE 1
 ISSUING OFF LINE 2
 ADDRESS LINE 1
 ADDRESS LINE 2
 ADDRESS LINE 3
 ADDRESS LINE 4
 POSTCODE

As Appointee for the claimants named below Date Date of issue

Renew online today at www.gov.uk/manager-taxcredits once logged in you can access a range of services in your Personal Tax Account.
 If you can't renew online, phone us quoting this renewal reference number 999 999 999 999

Check now, no later than 31/03/2019

Please keep this for your records
 This is a copy

Tax credits – Annual Review for year ended 05/04/2018
 Your tax credits award for 06/04/2017 to 05/04/2018

MR A N OTHER National Insurance number QQ 12 34 56 A
 MRS A N OTHER National Insurance number QQ 12 34 56 A

We told you that we would be contacting you to review your tax credits award. We want to:

- make sure we paid you the correct amount for the award period shown above, and
- ask you to make a tax credits claim for 2018–2019.

We need you to review your personal circumstances during the whole award period shown above and check your income.

If you need to tell us about anything once you have completed your Annual Review, please contact us. If you do not have anything to tell us **you need do nothing more** and you will not receive another notice from us for this year. This TC603R Tax Credits Annual Review is also your Award Notice and the amount of your award is shown below.

We will decide on 31/07/2018 that:

- The final amount of your tax credits award for the period 06/04/2017 to 05/04/2018 is £00000000.00.
- The level of your income meant that your award was reduced to nothing.
- Your tax credits award for 2017–2018 will be as shown in the **Payments** section.

If later, you think those decisions are wrong, you will have 30 days from 31/07/2018 to ask us to look at the decision again. We call this mandatory reconsideration. If you do think something is wrong, you do not have to wait until then to contact us.

Tax credits will gradually be replaced by Universal Credit. You cannot receive tax credits and Universal Credit at the same time. For more information, go to www.gov.uk/universalcredit

You have an overpayment of tax credits. Please see the Overpayment section.

TC603R Page 1 of 4

- 2) Any Country's Valid Passport



- 3) UK Birth Certificate - Must be issued within 12 months of birth for Primary or group 2 if you have a primary document e.g. passport, driving licence

The image shows a blank UK Birth Certificate form. At the top center is the Royal Coat of Arms in red. To the right of the crest, the letters "GG" and the number "25/1111" are printed in red. The words "CERTIFICATE" and "OF BIRTH" are printed in large red letters on either side of the crest. Below this is a large rectangular box with a red border, containing several lines for text entry: "Name and Surname", "Sex", "Date of Birth", "Place of Birth", "Registration of Birth", and "Sub-district". Below the box, there is a section for the Registrar of Births and Deaths, with a line for a signature and a line for the name of the Registrar. At the bottom, there is a small line of text: "This certificate is valid for 12 months from the date of issue and is not valid for use as evidence of birth after that date." The form is otherwise blank.

4) A Provisional or full driving licence



5) A Biometric Residence Permit



6) An PASS ID CARD - this will cost either £15 or £25



7) An Example of a CHILD BENEFIT LETTER (you must be named in the document) must be dated within the last 90 days of you completing your DBS check



HM Revenue
& Customs



Mr [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] KENT
ME1 [REDACTED]

B&C Residency Group
S1256 - Waterview Park
District 15
Mandarin Way
Washington
NE38 8QG

Phone 03000535168
8.00 to 16.00 Monday to Friday

Web www.gov.uk

Date 1 January 2015
Our ref Res Unit [REDACTED]
NI number SC [REDACTED]
CHB Number 67 [REDACTED]

Dear Mr [REDACTED]

I am writing to make sure the information held on our records is correct and to check your entitlement to Child Benefit.

In order for us to do this we need proof of your child's current address in the United Kingdom (UK). Please **do not** send any Birth Certificates or Passports.

Please return this form to us with the documents by 14 February 2015 to the address shown at the top of this letter. **If we do not receive the documents by this date we will suspend your payments of Child Benefit and Tax Credits.**

For us to confirm your child [REDACTED] current address please send us **one original document** from the list below. Please note we **cannot** accept photocopies

- a letter from the school, college or nursery that your child attends
- a letter from a Local Authority or Education & Library Board in Northern Ireland, confirming education being received at home
- a doctor's letter
- a NHS immunisation record
- a letter from the Health Visitor confirming that they have visited the child within **the last 3 months**
- a letter from the child's Dentist confirming that they have treated the child within **the last 3 months**.

The documents must be no more than three months old and show the child's name and current address.


If you are unable to send us any of the documents we are asking for, or you have any questions about this letter, please contact us using the phone number shown at the top of this letter.

8) A Bank Account statement which must be in your name. It must be dated within the last 90 days of you completing your DBS check

Current Account

MISS G R BROWN
 33 HAYWARD GARDENS
 PUTNEY
 LONDON
 SW15 3BZ

146



Your account summary for

01 Sep 2016 to 30 Sep 2016

Account name: Miss Glen Roy Brown
 Account number: Account no.: 53315387 Sort code: 09 01 32
 BIC: ABBYGB3LXXX IBAN: GB25 ABBY 0901 3253 3153 87

Statement number: 09/2013 Page number 1 of 2

Balance brought forward from 31 Aug 2016 Statement	£10,780.50
Total money in	£3,957.58
Total money out	£3,305.23
Your balance at close of business 30 Sep 2013	£11,432.85

Telephone Banking - enquires or lost or stolen cards 08459 724 724, open 24 hours a day 7 days a Week, person to person calls 7am to 11pm Monday to Saturday

To help us maintain and improve our customer service we may monitor or record your calls. Calls charged at local rate.

For the hard of hearing and/or speech impaired, Typetalk service available 18001 0845972 4734

e-banking service and information available at www.santander.co.uk

Santander, 9 Nelson Street, Bradford, West Yorkshire, BD1 5AN.

Telephone banking
 Customer ID CARD ENDING 5717 G BROWN
Internet banking
 Personal ID 6189954534 G BROWN

News and information

Important changes to current accounts effective from 22 October 2013

We are making changes to some of our current accounts. Please read the information in the additional pages, which have only been enclosed if your account is affected.

Arranged Overdraft fees

- If you've switched your account using the **Account Transfer Service** you will not pay any Arranged Overdraft fees for the first 4 months, or
- If you are within an introductory overdraft period you will not pay any Arranged Overdraft fees during this period.

For full details of current interest rates and fees please visit www.santander.co.uk

Set up free text message & email Alerts with our Online Banking Service

We offer a variety of Account Alerts by text message or email to help you manage your finances better.


We can notify you if your account goes above or falls below a certain limit or if a large deposit has been made into your account to name a few.

Log on and select the 'Account Services' tab for more information. Or if you don't use Online Banking register today: santander.co.uk/register

Continued on reverse...

EX80980101 22/12/2013

9) ONLINE BANK ACCOUNT STATEMENT (in your name) must be dated within the last 90 days of you completing your DBS check



BankStatements.net

 **monzo**

Mr John Doe
20 Sherwood St,
London W1F 7ED
United Kingdom

Statement
01/11/2020 - 16/11/2020

£86.69
Total balance
(including pots)

£86.69
Balance held with Monzo

£0.00
Balance held with Paragon

-£192.58
Total outgoings

+£271.00
Total deposits

Sort Code: 04-00-04
Account Number: 123456789

Date	Description	(GBP) Amount	(GBP) Balance
16/11/2020	SAMUEL CLEMENTS (Faster Payments)	80.00	86.69
15/11/2020	SumUp *waihong chines sheffield GBR	-18.50	6.69
15/11/2020	SAINSBURYS SACAT 4468 SHEFFIELD GBR	-1.30	25.19
14/11/2020	DRINKS STOP SHEFFIELD GBR	-0.78	26.49
13/11/2020	LIDL GB SHEFFIELD SHEFFIELD GBR	-11.68	27.27
13/11/2020	LIDL GB SHEFFIELD SHEFFIELD GBR	-30.36	38.95
13/11/2020	SAMUEL CLEMENTS (Faster Payments)	60.00	69.31

Your name must be the same on all your ID documents

Opening a Bank Account:

To open a bank account, you usually have to **fill in an application form**. Often, you can do this in a branch or online, and sometimes you can also do this over the phone. You will also have to provide proof of your identity including your full name, date of birth and address.

Banks have an easy online application process such as Lloyds;

https://www.lloydsbank.com/current-accounts/all-accounts/under-19s-account.html?utm_source=GOOGLE&utm_medium=paid+search&utm_campaign=UK_Generic_Lloyds_PCA_Bank+Account_Open_Exact&utm_term=open+bank+accounts&utm_adgroup=UK_Generic_Lloyds_PCA_Bank+Account_Open_Exact&gclid=EAlaIqobChMlo7X6uvyU8wIVyJ7tCh1OBg47EAAyASABEgLXqvD_BwE&gclidsrc=aw.ds

Starling Bank has a special teen account and can be done online and with just a passport:

https://www.starlingbank.com/campaign/teen-bank-account/?utm_campaign=ppcteen&site_id=google&creative_id=16_17_banking&cp_0=13476671459&cp_1=120828701702&cp_2=527248664591&cp_3=open%20bank%20account%20for%2016%20year%20old&cp_4=&cp_5=kwd-313239254386&gclid=EAlaIqobChMInuG18_yU8wIVkZntCh1CLggcEAAyAAEgLL-fD_BwE

NATWEST – you can apply online

https://personal.natwest.com/personal/current-accounts/adapt_account.htmlhttps://personal.natwest.com/personal/current-accounts/adapt_account.html

MONZO – you can apply online, there is an account for 16-17 and another for 18+

<https://monzo.com/features/16-plus/>

<https://monzo.com/i/current-account/>

There are lots of other student bank accounts here:

<https://www.moneysavingexpert.com/students/student-bank-account/>

Requesting a Bank Statement

Dated no older than 3 months ago from today.

Your name as you appear on your other ID documents that you are using.

Address where you live now.

Sort code

Bank account number

On letter headed bank paper

Authorised and 'Stamped' by the bank to prove Printed in the Branch.

Or you can show us your bank statement on your phone along with your bank card.

Tax Credits/Child Benefit letters that are your Parents/Guardians.

Must be as new as possible ideal no older than three months but....

Accepted if it clearly states across the paper the CURRENT YEAR/S for example **Tax year 20-21**

Must be addressed to the address where you are living now.

You must be named in the document in the contents.

Your name must be written in the same format as your other ID documents that you are using to prove your ID.

School Letter – ONLY USED IN EXCEMPTIONAL CIRCUMSTANCES

Must be on School letter headed paper

The letter must include:-

Your name

Date of Birth

Your address as it was when you were at school.

Must be signed and their name clearly printed for that of the PRINCIPAL/HEAD TEACHER of the school. It cannot be signed off by Head of Maths or the senior admin clerk or Deputy Principal. **It must be the main person in charge of the school only.**

Contents to say..."To who it may concern I can confirm that XXXXX was a student at the school from "Date" to "Date"

"DO IT YOURSELF" Change of Name Deeds

Make sure it is ok with your parents/Guardians to do this unless you are 18 and above.

It costs £15 to be done on line.

You fill in the details and they send you the certificates to be finalised at home.

Very straight forward and the DBS administrator will help you with the process if you are struggling.

Your form when it arrives should be checked carefully for your name to be written correctly as it was, and how you want it to be in the future.

Manually you will enter the date and month and year and sign it both times. Once in your old signature. You will then sign in your new signature.

If you are not changing your signature you still need to sign again.

You must do all signatures in front of your witness.

Your witness must not be related to you so select your dentist or doctor or your old “principal” from your other education establishment.

PASS accreditation LOGO ID card.

<https://www.myidcard.co.uk/>

This is a small plastic ID card that you can apply for online for about £15.00. **Do not pay any more for the special delivery service.** It will come to you very quickly using the standard delivery times.

You will require a passport photo.

Your DBS administrator will help you with this process if you are struggling.

Make sure it is ok with your parent/guardian before you do this if you are not 18 and over.