



# PAYROLL + MEMBERSHIP APPLICATION



Surname	Mr/Mrs/Miss/Ms		
Forenames			
Address			
Date of birth	(dd/mm/yyyy)	NI No.	
Home Tel No		Mobile Tel No	
Email address		Nationality	

EMPLOYER	(please check your employer is a Payroll+ partner)
Address	
Email / Phone	

Please send us your completed PAYROLL+ DEDUCTION FORM to authorise your savings plan.

<p><b><u>Important Information</u></b></p> <p><u>Fees</u> A one-off, non-refundable £2.00 Joining Fee will apply.</p> <p><u>Money laundering</u> Please provide the documents required for us to verify your identity to meet the current Regulations. A list of acceptable identity documents is on Page 2.</p> <p><u>Personal Information</u> Rugby Credit Union will conduct checks to verify personal information with relevant authorities and with credit reference and fraud prevention agencies and you agree they can share personal information with these agencies within the terms laid down in Rugby Credit Union's Privacy Notice. A copy of Rugby Credit Union's Privacy Notice is available from the office or on our website. It explains why we need the personal information you provide to support a Membership Application and how we will use, store, share and control your information. Your rights under the General Data Protection Regulations are detailed as are the ways you may seek advice or make a complaint.</p> <p><b><u>For office use only:</u></b> ID Provided          Passport No.....          Driving Licence No.....          Proof of Address.....          Other ID.....</p> <p><u>ID checked by</u>.....</p> <p>v:03/21</p>	<p><u>How did you hear about the Credit Union ?</u></p> <p>OUR WEBSITE ( ) SOCIAL MEDIA ( )          LEAFLET ( ) WINDOW DISPLAY ( )          WORD OF MOUTH ( ) GOOGLE/SEARCH ( )</p> <p>OTHER (please give details) .....</p> <p><u>We are legally obliged to send you Statements and Account information ? Please tick how you wish to receive these.</u></p> <p>E-MAIL ( ) TXT/MESSAGE ( )          POST ( )</p> <p>I also agree to receive e-mails with Credit Union updates and marketing information: ( )</p> <p><b><u>I apply to become a Member:</u></b></p> <p><u>SIGNED :</u></p> <p><u>DATE :</u></p>
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**Security:** we will use the following information to confirm your identity when you phone our office.

Full name:	Membership No:
Post Code	
Mother's maiden name	
Place of birth	
Choose a password	
Password reminder	

**Beneficiary / Next of kin:** please advise who we should contact in the event of your death.

Name	
Address	
Email / Phone	

### **Rugby Borough Credit Union Ltd – Evidence of Identity**

We require the following information from all new Members:

**Name, Date of Birth, Permanent Address, Nationality.**

We verify **Identity** information by requesting sight of one the following government issued documents that incorporate the customers name, photo and address or date of birth:

Current full, valid, signed **passport**  
Current UK/EU Photo **driving licence**  
Current Northern Ireland voters card  
Current Firearms certificate

We verify **Address** information by requesting sight of one of the following documents:

Recent mortgage statement; Local Authority or housing association rent card or private tenancy agreement  
Recent Wages slip  
Current Local Authority rates bill or Utility bill (not mobile phone)  
Bank Statement, Building Society statement or pass book with recent transactions  
State Pension or Benefit notification letter  
Inland Revenue tax notification  
Driving Licence (but cannot be used as evidence of both identity and address)

#### **MEMBER IDENTIFICATION**

Money Laundering regulations require us to sight one document from each of the above two lists for every new Member. However, in certain circumstances, in order to help Applicants who have difficulty in providing documents from the two lists detailed above (for example where an Applicant is newly arrived in our Common Bond area) we may seek to verify identity and address from several alternative sources. Please contact the office for information.

All documentation provided will be photocopied and held on file.  
This list will be reviewed regularly and our processes reviewed with the local DWP Office.

Until we have satisfactorily completed verification an applicants account will remain under close scrutiny.