

Sainsbury's Bank
for Intermediaries

Residential

**Sainsbury's Bank
Confirming Income
and Identity**



When we get a Full Mortgage Application, we'll check all the information on the application form. To do that, we need to see various documents that confirm the details.

The decision in principle confirms what we need to see. And we've put together this guide so you can make sure you send us the right things first time.

Confirming income

Income assessed under PAYE

Income source	Requirement	
<p>Regular income assessed under PAYE</p> <ul style="list-style-type: none"> • Basic salary • Large town allowance (not moving location) • Car allowance • Shift allowance (guaranteed) • Mortgage subsidy • Second job salary (and allowances as above) • Retirement Income, e.g. private/state pension, annuities (currently received) • Fixed Term contracts • Zero hours contracts 	<p>Residential mortgage up to and including 75% loan-to-value</p> <p>Latest month's (or weekly if paid weekly) payslip prior to application (subject to year to date figures evidencing last 3 months);</p> <p>In the event that the latest month payslip (or weekly if paid weekly) doesn't provide 3 months income, then latest month's (weekly) payslip together with either:</p> <p>Latest P60 showing a minimum of 3 months income for that financial year; OR</p> <p>March year-end payslip showing year-to-date earnings of a minimum of 3 months.</p>	<p>Residential mortgage greater than 75% loan-to-value</p> <p>Latest month's (or weekly if paid weekly) payslip prior to application (subject to year to date figures evidencing last 3 months) together with latest Bank statement dated within the last 35 days.</p> <p>In the event that the latest month (or weekly) payslip doesn't provide 3 months income, then latest month's payslip prior to application together with either:</p> <p>Latest P60 showing minimum of 3 months income for that financial year; OR</p> <p>March year-end payslip showing year to date earnings of a minimum of 3 months.</p> <p>Together with the latest month's Bank statement prior to application and dated within the last 35 days.</p>
<p>Parental Leave</p>	<p>Latest payslip prior to parental leave showing full salary; AND</p> <p>Confirmation of return to work date and salary; AND</p> <p>If leave has commenced latest payslip evidencing the Statutory Maternity Pay or Statutory Maternity Allowance.</p>	
	<p>No requirement for Personal Bank statements.</p>	<p>Latest month's bank statement prior to application.</p>

Additional income assessed under PAYE

Income source	Requirement	
Additional income assessed under PAYE <ul style="list-style-type: none"> Overtime Bonus, commission, profit related pay 	Residential mortgage up to and including 75% loan-to-value	Residential mortgage greater than 75% loan-to-value
	<p>If paid yearly or half yearly:</p> <ul style="list-style-type: none"> P60 for latest financial year; OR Payslip for the month in which the bonus was paid (dated within last 12 months). <p>If paid less frequently than monthly e.g. quarterly:</p> <ul style="list-style-type: none"> P60 for latest financial year; OR Latest 3 quarter's payslips evidencing bonus received. <p>If paid monthly:</p> <ul style="list-style-type: none"> P60 for latest financial year; OR Latest 3 month's payslips evidencing bonus received. <p>If paid weekly:</p> <ul style="list-style-type: none"> P60 for latest financial year; OR Last 4 consecutive weeks payslips + week 4 payslip from each of the previous 2 months. 	

Self employed income

Income source	Requirement	
Self Employed Income <ul style="list-style-type: none"> Gross Salary/Drawings/Profit Gross dividends Applicant's share of annual net undrawn retained profit (i.e. gross figures are subject to deduction of tax as per the affordability assessment) 	Residential mortgage up to and including 75% loan-to-value	Residential mortgage greater than 75% loan-to-value
	<p>2 years (3 years if loan includes any element of debt consolidation) certified accounts signed off by a suitably qualified accountant; OR</p> <p>2/3 years (as above) Self-Assessment Tax Calculation Forms (SA302) accompanied by Tax Year Overviews for the years in question; OR</p> <p>Accountants certificate from a suitably qualified accountant evidencing 3 years income.</p> <p>No requirement for business bank statements.</p> <p>No requirement for personal bank statement.</p>	<p>3 years of certified accounts signed off by a suitably qualified accountant; OR</p> <p>3 years (as above) Self-Assessment Tax Calculation Forms (SA302) accompanied by Tax Year Overviews for the years in question; OR</p> <p>Accountants certificate from a suitably qualified accountant evidencing 3 years income; AND</p> <p>Latest month's personal bank statement prior to application and dated within the last 35 days.</p> <p>No requirement for business bank statements.</p>

Other sources of income

Income source	Requirement
<p>Lending into retirement</p>	<p>Residential mortgage – All loan-to-values</p> <p>Details of both current income and projected retirement income must be provided;</p> <p>Current income should be verified via one of the other sources available in this guide;</p> <p>Projected retirement income should be verified by way of letter from the pension provider, dated within the last 12 months, confirming the projected pension income due on retirement based on current contributions; AND</p> <p>Last three months bank statements/pay slips demonstrating that payments/contributions continue to be made.</p>
<p>Investment Income</p> <ul style="list-style-type: none"> • Excluding regular rental income 	<p>Residential mortgage – All loan-to-values</p> <p>Evidence of a regular income from this source showing a consistent return;</p> <p>Evidence of the source, e.g. 2 years P60, dividend vouchers for stocks and shares; bank statements/tax vouchers to evidence interest receipts; AND</p> <p>Confirmation from the applicant that it is their intention to retain the capital for investment purposes; AND</p> <p>Latest month's Bank statement prior to application and dated within the last 35 days evidencing receipt of income.</p>
<p>Regular Rental Income</p>	<p>A current Assured Shorthold Tenancy agreement (AST, PRT, or SAT) to confirm current rental income; OR</p> <p>A letter from a reputable letting agent to confirm current rental income; OR</p> <p>Valuation report received from an acceptable valuer; AND</p> <p>Latest month's Bank statement prior to application and dated within the last 35 days evidencing receipt of income.</p>

Other sources of income continued

Income source	Requirement	
Maintenance Income <ul style="list-style-type: none"> • There must be five years remaining on the agreement when the Full Application is submitted 	Residential mortgage up to and including 75% loan-to-value	Residential mortgage greater than 75% loan-to-value
	Maintenance agreement; AND Latest (dated within last 35 days) bank statement demonstrating evidence of income being received.	Maintenance agreement; AND Latest 3 month's (dated within last 35 days) bank statement demonstrating evidence of income being received.
Allowances received from DWP <ul style="list-style-type: none"> • Child Benefit (there must be five years remaining on the benefit when the Full Application is submitted) • Working and/or Child Tax Credit • Universal Credit • Guardians allowance • Carers allowance Benefits specifically for the Disabled including <ul style="list-style-type: none"> • Incapacity benefit • Employment & Support Allowance (ESA - Support Group only) • Disability living allowance (DLA) for a person aged 16 or over • Disability premiums • Reduced Earning Allowance (REA) • Attendance allowance • Personal Independence Payment (PIP) 	Copy of latest award letter.	Copy of latest award letter; AND Latest month's bank statement prior to application and dated within the last 35 days, evidencing receipt of income.

Confirming identity

To confirm identity we need proof of the applicant's name and address.

To do this we need two documents - one to confirm address and one to confirm identity - like a passport or driving licence. We don't accept one document to cover both.

Confirming your name

What we'll accept	Format we'll need it in	More detail on what we're looking for
Valid Passport	Certified copy	Valid UK and non UK passports can be used. The following should be clearly visible on it: <ul style="list-style-type: none"> • Name • Photo • Date of birth • Expiry date • Passport number.
Valid Driving Licence	Certified copy	We'll accept one of the following licences issued by DVLA: <ul style="list-style-type: none"> • Photo card full driving licence • Photo card provisional driving licence • Old style full driving licence (both sides must be copied).
Current National or Northern Ireland Identity card	Certified copy	Must be a photo card showing: <ul style="list-style-type: none"> • Name • Date of birth • Nationality • Immigration status.
Current firearms certificate or shotgun licence	Certified copy	Must be valid and include the following information: <ul style="list-style-type: none"> • Name • Date of birth • Current address • Photo.
Recent evidence (obtained within the last three months) of entitlement to a state or local authority funded benefit (including housing benefit and council tax benefit), tax credit, pension, educational or other grant	Certified copy	Must include the following information: <ul style="list-style-type: none"> • Name • Date of birth and/or • Address.
Valid Residency Permit for Foreign Nationals	Certified copy	Foreign Nationals who have indefinite leave to remain in the UK are required to provide: <ul style="list-style-type: none"> • Current passport containing stamp for indefinite leave to remain in the UK • Copy of current visa/residency permit (front and back for new biometric formats) • Written confirmation of indefinite leave to remain in the UK from the Home Office.

Confirming address

What we'll accept	Format we'll need it in	What we'll need to see
Utility Bill/Statement	Certified copy (excluding those printed from the internet)	<p>We'll accept the following utility bills/statements:</p> <ul style="list-style-type: none"> • Electricity • Gas • Water • Home telephone • TV Licence. <p>They must:</p> <ul style="list-style-type: none"> • Be dated within the last three months • Relate to services provided to the current address.
Bank/Building Society Statement	Certified copy (excluding those printed from the internet)	<p>It must be no more than three months old. All key information must be clearly visible, for example:</p> <ul style="list-style-type: none"> • Sort code • Account number • Address.
Council Tax bill	Original demand letter or statement	<ul style="list-style-type: none"> • It must be less than 12 months old • It must relate to services provided to the current address.
Current instrument of a court of appointment (such as a Grant of Probate)	Certified copy	<p>It must include the following information:</p> <ul style="list-style-type: none"> • Name • Current address and/or • Date of birth.
Valid full UK and Northern Ireland Driving Licence	Certified copy	<p>One of the following can be used:</p> <ul style="list-style-type: none"> • Photo card driving licence issued by DVLA • Provisional photo card licence • Old style full licence – both sides must be copied.
HM Revenue and Customs Notice of Coding	Certified copy	<ul style="list-style-type: none"> • Must be less than 12 months old.

Documents we will not accept include, but are not limited to:

- Mobile phone bills
- Internet service statement
- Satellite TV statement.

Certified copy

What is a certified copy?

When a professional person certifies that a document is a true copy of the original by checking, signing and dating it.

Who can certify a document?

We can accept copies certified by:

- Senior civil servants
- Serving police officers
- Members of the judiciary
- Lawyers, solicitors and notaries public
- Accountants
- Authorised financial intermediaries like independent financial advisers
- Mortgage brokers authorised by FCA or PRA
- Post Office employees (as long as they add their own office stamp)
- The applicant's doctor
- The applicant's teacher
- Local councillors and MPs (including Members of the European Parliament or devolved parliaments)
- Officials of an embassy, consulate or high commission of the country issuing the passport
- Employees at a local bank (as long as they add their own bank/branch stamp).

Depending on who you ask, you may have to pay a fee for a certified copy.

How do you certify a document?

Once you know who is going to certify your document for you, they need to see the document so they can photocopy each page and write their certification on it.

Their certification should include the following details:

- Confirmation they have seen the original document and that the copy is a true copy of it
- Their business address (or personal address if there is no business address)
- Their professional qualification (if relevant) and any professional membership numbers
- Their personal contact details including their phone number
- Their printed name
- Their signature and the date.