

Sainsbury's Bank

# 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

| What we'll accept          | When we'll need it   | Format we'll need  | More detail on what we're looking for   |
|----------------------------|--|--|---|
| Bank Statements (Personal) | We'll always need these and we'll need to see them for each person on the application, regardless of their earnings. | <ul style="list-style-type: none"> <li>Original documents; or</li> <li>Print outs of online statements.</li> </ul> <p>If the application is submitted through a mortgage broker we can accept online statements in pdf format.</p> | <ul style="list-style-type: none"> <li>Provide the last three months consecutive bank statements, which show the income and expenditure for each applicant. The most recent statement must be dated within 35 days of when we receive them.</li> <li>Original bank statements must clearly show: <ul style="list-style-type: none"> <li>Applicant(s) initials or full name(s)</li> <li>Applicant(s) full address</li> <li>The account number and sort code</li> <li>All page numbers</li> <li>Consecutive pages which cover the most recent three month period</li> <li>Bank/Building Society logo</li> <li>Regulatory footer.</li> </ul> </li> <li>Online bank statements must clearly show: <ul style="list-style-type: none"> <li>Applicant(s) initials or full name(s)</li> <li>The account number and sort code</li> <li>All page numbers</li> <li>Consecutive pages which cover the most recent three month period.</li> </ul> </li> </ul>  |
| Bank Statements (Business) | If the applicant(s) is self-employed   | <ul style="list-style-type: none"> <li>Original documents; or</li> <li>Print outs of online statements.</li> </ul>   | <p>Send us the last three months business bank statements, in addition to personal bank statements. The most recent statement must be dated within 35 days of when we receive them.</p> <p>Business statements must be provided in addition to the self-employed requirements detailed in the section titled 'Accountant's Certificate/SA302/Annual Financial Statements'.</p>  |
| Payslips/Pension Slips     | When salary or pension payments are being used to calculate affordability of the mortgage.                           | <ul style="list-style-type: none"> <li>Original documents; or</li> <li>Print outs of online statements.</li> </ul>   | <ul style="list-style-type: none"> <li>The latest P60 showing full income and the latest monthly pay or pension slip, <b>OR;</b></li> <li>The last three months consecutive payslips/pension slips, <b>OR;</b></li> <li>If paid weekly, the last 4 weeks consecutive payslips along with the latest P60 are required (12 weeks' payslips if the latest P60 is unavailable), <b>OR;</b></li> <li>The most recent annual pension statement if the applicant(s) are in receipt of a pension.</li> </ul> <p>Please ensure the documents provided meet the following requirements:</p> <ul style="list-style-type: none"> <li>The most recent payslip/pension slip must be dated within the last 35 days.</li> <li>Payslips/pension slips must clearly show: <ul style="list-style-type: none"> <li>Applicant(s) initials or full name(s)</li> <li>Employer/pension provider name</li> <li>Pay date and payment method</li> <li>Income and any applicable deductions</li> <li>National Insurance Number</li> </ul> </li> </ul> |

| What we'll accept   | When we'll need it   | Format we'll need  | More detail on what we're looking for   |
|---|--|--|---|
| P60   | <ul style="list-style-type: none"> <li>If your application includes income that is in addition to your gross monthly salary. For example bonus payments, overtime or commission.</li> <li>If investment income (excluding rental income) is used in your application.</li> </ul> | <ul style="list-style-type: none"> <li>Original documents</li> <li>Printouts of online documents.</li> </ul>   | <ul style="list-style-type: none"> <li>The most recent year's P60 showing full income.</li> <li>The two most recent P60s, if investment income is included in the application.</li> </ul>   |
| Accountant's Certificate/SA302/ Annual Financial Statements | If applicant is self-employed (excluding contractors with less than two years trading)*  | <p>We require the original document for the Accountant's Certificate and Annual Financial Statement.</p> <p>For SA302 we can accept the original or an online version.</p> | <ul style="list-style-type: none"> <li>Two years of certified accounts (three years if First Time Buyer or loan includes any element of debt consolidation or if the loan to value is greater than 75%) signed off by a suitably qualified accountant.</li> <li>The Accountant's Certificate or Annual Financial Statements must be certified by a suitably qualified accountant (as detailed in our Lending Policy).</li> <li>Financial statements must be in final format (drafts and projections are not acceptable) and the end of the latest financial period must not be more than 18 months ago.</li> <li>If SA302 is being submitted please ensure it's accompanied by the corresponding tax year overviews. E.g. where tax calculations for years 2014/2015 and 2015/2016 are submitted you must also send the tax year overviews for tax years 5 Apr 2015 and 5 Apr 2016.</li> </ul> <p>Please ensure the documents clearly show:</p> <ul style="list-style-type: none"> <li>The HMRC logo</li> <li>Unique Tax Reference Number</li> <li>Name and Tax years.</li> </ul> <p>All pages of the document should be sent to us.</p> <p>* if the applicant is a self-employed contractor who has been trading for more than one year but less than two years we will require, in addition to the employment contract, the previous year's financial statements certified by a suitably qualified accountant or an SA302 as detailed above. An Accountant's Certificate is not acceptable.</p> |

| What we'll accept   | When we'll need it  | Format we'll need  | More detail on what we're looking for  |
|---|---|--------------------|--|
| Employment Contract   | <ul style="list-style-type: none"> <li>For self employed contractors who have completed one year's trading but less than two years'.</li> <li>If the applicant has a long probationary period and is in their first permanent role.</li> <li>If the applicant is in between roles, but has accepted a contract of employment.</li> <li>For fixed term contractors.</li> </ul> | Original documents | <ul style="list-style-type: none"> <li>The contract of employment must be for a minimum of six months with at least three months remaining when you submit your Full Mortgage Application.</li> <li>The contract of employment should show the employer's logo and business address together with the terms and conditions relating to the offer of employment.</li> <li>For those on fixed term contracts, we'll also need to see the last three month's payslips.</li> </ul> |
| Pension Letter  | If the applicant is already retired or will be retired before the end of the mortgage term.   | Original documents | For projected retirement income, we'll need: <ul style="list-style-type: none"> <li>A letter from the pension provider, dated within the last 12 months, confirming the projected pension due on retirement.</li> <li>Three months bank statements/payslips showing that payments/contributions are being made.</li> </ul>   |
| Tenancy Agreement   | When there's income from rental properties  | Original documents | <ul style="list-style-type: none"> <li>As well as the Tenancy Agreement we'll need to see evidence of the rental payments in the Bank Statements.</li> </ul> <p><b>If the main source of income comes from rental properties please consider as self-employed</b></p>  |
| Benefit Statements  | When the mortgage applicant or one of the applicants is claiming benefits and the benefit payment is being used to calculate if the mortgage is affordable.   | Original documents | In addition to the Benefit Statements, we'll need to see evidence of the benefit payments in the Bank Statements.  |
| Maintenance Agreement (Received under a court order, CSA Agreement or private written agreement between the separating parties) | If money from the maintenance agreement is being used to calculate if the mortgage is affordable.   | Original document  | <ul style="list-style-type: none"> <li>We'll need to see the Maintenance Agreement and evidence of the income received in the Bank Statements.</li> <li>There must be five years remaining on the agreement when the Full Mortgage Application is submitted.</li> </ul>  |
| Letter from Employer  | If someone on the mortgage is taking a career break, but is due to return to work within six months of the date you submit the Full Mortgage Application.   | Original document  | <ul style="list-style-type: none"> <li>The letter needs to be on the employer's letter headed paper and confirm:               <ul style="list-style-type: none"> <li>The return to work date; and</li> <li>That existing salary/terms and conditions of the contract of employment remains unchanged.</li> </ul> </li> </ul>  |

## 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<br><br>The following should be clearly visible on it: <ul style="list-style-type: none"> <li>• Name</li> <li>• Photo</li> <li>• Date of birth</li> <li>• Expiry date</li> <li>• Passport number.</li> </ul>  |
| Valid Driving Licence  | Certified copy          | We'll accept one of the following licences issued by DVLA: <ul style="list-style-type: none"> <li>• Photo card full driving licence</li> <li>• Photo card provisional driving licence</li> <li>• Old style full driving licence (both sides must be copied).</li> </ul>  |
| Current National or Northern Ireland Identity card   | Certified copy          | <ul style="list-style-type: none"> <li>• Must be a photo card showing:               <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Nationality</li> <li>• Immigration status.</li> </ul> </li> </ul>   |
| Current firearms certificate or shotgun licence  | Certified copy          | <ul style="list-style-type: none"> <li>• Must be valid and include the following information:               <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth</li> <li>• Current address</li> <li>• Photo.</li> </ul> </li> </ul>   |
| 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          | <ul style="list-style-type: none"> <li>• Must include the following information:               <ul style="list-style-type: none"> <li>• Name</li> <li>• Date of birth and/or</li> <li>• Address.</li> </ul> </li> </ul>  |
| Valid Residency Permit for Foreign Nationals   | Certified copy          | <ul style="list-style-type: none"> <li>• Foreign Nationals who have indefinite leave to remain in the UK are required to provide:               <ul style="list-style-type: none"> <li>• Current passport containing stamp for indefinite leave to remain in the UK</li> <li>• Copy of current visa/residency permit (front and back for new biometric formats)</li> <li>• Written confirmation of indefinite leave to remain in the UK from the Home Office.</li> </ul> </li> </ul> |

**Confirming address**

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

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

- Mobile phone bills
- Credit card statement
- 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.