

# Acceptable Types of Bank Account, Address Verification and Identification

## Quick reference guide

For your security, privacy and to meet our obligations under the Anti-Money Laundering and Countering Financing of Terrorism Act 2009 we need you to provide certified proof of your bank account, address verification and identification in certain circumstances. This guide will explain the types of acceptable documents and who can certify them.

### 1. Acceptable types of **bank account** verification

You can **choose any one of the acceptable bank account verification documents** listed below, **and you MUST** have them certified. All documents **MUST** be from within the last three months, show your name (that must match the name on your identification) **and MUST** be full colour copies.



#### IMPORTANT

We **CANNOT** accept 'screenshots', 'printouts of Internet pages' and your 'ACC pay slip' to confirm your bank account. Remember bank staff **CANNOT** certify your bank account. Remember to use full colour copies of your documents as we **CANNOT** accept black and white copies.



Bank account statement;

or



Encoded bank deposit slip

### 2. Acceptable types of **address** verification

You can **choose any one of the acceptable address verification documents** listed below **and you MUST** have them certified. All documents **MUST** be from within the last three months, show your name (that must match the name on your identification) **and MUST** be full colour copies.



#### IMPORTANT

We **CANNOT** accept 'screenshots', 'printouts of Internet pages', bank account statements, mobile phone bills and documents addressed to PO Boxes. Remember to use full colour copies of your documents as we **CANNOT** accept black and white copies.



Utility bill



Local council rates bill



Insurance policy document



Hire purchase statement



Statement issued by the Inland Revenue



Rental tenancy agreement



Car registration document

### 3. Acceptable types of identification

You can **choose any one of the acceptable identification types from the sets** listed below **and you MUST** have your identification sets certified. All documents **MUST be valid** (i.e. not expired) **and MUST** be full colour copies.

One form of ID required	OR	A New Zealand driver licence	OR	One form of primary non-photo ID
→ New Zealand Passport		<b>AND</b>		→ New Zealand full birth certificate
→ Overseas Passport		<b>One of:</b>		→ Certificate of New Zealand citizenship
→ New Zealand Certificate of Identity		→ New Zealand full birth certificate		→ Overseas citizenship certificate
→ New Zealand Firearms licence		→ Certificate of New Zealand citizenship		→ Overseas birth certificate
		→ Overseas citizenship certificate		<b>AND</b>
		→ Overseas birth certificate		→ New Zealand driver licence
				→ 18+ card or Kiwi Access Card
				→ Overseas driver licence
				→ Overseas citizenship certificate
				→ Overseas birth certificate
				→ Community Services Card

### 4. Who can certify your documents?



#### IMPORTANT

People who work for ACC (whether as an employee, fixed-term employee, contractor or otherwise) **CANNOT** certify your bank account verification, address verification and identification documents.

**All bank account, address verification and identification documents MUST be CERTIFIED as true copies by someone approved to do so.**

A person who is authorised to certify documents **MUST sight the original** and the colour copy, and make sure both documents are identical. They **MUST** then make sure identification documents that have a photo image have been certified as true copies by writing or stamping:

*"I certify this is a true copy of the original document, which I have sighted, and it represents a true likeness of the individual".*

To certify bank account, address verification documents or documents that do not have a photo image, the certifier must sight the original document and state on the copy, stamp or write:

*"I have sighted the original and certify this is a true copy of the original document".*

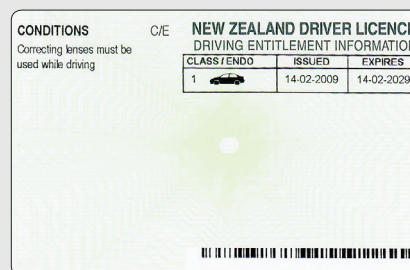
Also, on each copy, write or stamp, print their name, occupation, signature and date.

**Your form of identification must include your full name, signature and expiry date.** For example, we require a certified copy of both pages of your passport showing your details, photograph and signature. If you have been issued with a new driver licence, we require a certified copy of both sides of your licence, as the expiry date is now on the reverse.

**ONLY the following persons** – who are not related to you or living with you – can certify copies of the originals as true and correct copies:

- A person enrolled as a barrister and solicitor of the High Court of New Zealand (with a current practicing certificate)
- Justice of the Peace
- Notary Public
- Registrar or Deputy Registrar of the Supreme Court, High Court, a District Court or Court of Appeal
- Judge of the Supreme Court, High Court, a District Court or Court of Appeal.

Here is an example of what your identification should look when it's been certified correctly:



I, James Black

Hereby certify that this is a true and correct copy of the original document which I have sighted, and it represents a true likeness of the individual.

Dated the 15th day of May 2019

JB

Enrolled barrister and solicitor of the High Court of New Zealand.