

Roscommon Credit Union Ltd

Documents Required to Open and Operate an Account

As Roscommon Credit Union Ltd is a regulated financial services entity, we are obliged by law to seek identification and verification information from members when opening an account and operating an existing account.

We would be obliged if you could bring in **one document from each** of the following parts:

Part 1 – Current Valid Proof of Identity

Please bring any **one** of the following:

- A Valid Passport,
- A Current Irish Driving Licence,
- A Current EU Driving Licence,
- A EU National ID Card
- A National Age Card
- An ML10 Form, with a photography issued by the Gardai,
- A Garda National Immigration Bureau (GNIB) Card

Part 2 - Current Proof of Address

Please bring any **one** of the following, dated within the last 3 months:

- A current utility bill (gas, electricity, telephone, mobile phone, water, refuse collection)
- A current bank or credit card statement, showing your name and address
- A current Household or Motor insurance certificate, showing your name and address
- A document from the Revenue Commissioners or Department of Social & Family Affairs, showing name and address
- A letter from a recognized school or college (for students only)

Refresh Cycles

Photo ID will be requested when the ID expiry date has been reached.

Address verification is required every 3 years

Part 3 – Proof of Personal Public Service Number (PPSN)

PPSN

Under the 'Return of Payments Regulations' we are required to request a PPSN for members opening a new account and operating an account with Roscommon Credit Union. PPSN should be taken from official correspondence or cards issued by from the Revenue Commissioners or the Department of Social & Family Affairs.

In order to comply with this regulation, please bring any **one** of the following:

- P60
- P21 Balancing Statement
- Payslip – where employer is identified by name or Tax no.
- Tax Return
- PAYE notice of Tax Credits
- Medical Card
- Drugs payment card

Minor Accounts - Under 16's

Parents who open and operate a minor account must provide full address verification documents.

In order to open an account the parent must furnish the Credit Union with:

- a) A Birth Certificate or Passport for the minor
- b) Address verification of parent
- c) Proof of PPSN

Club/Groups/Societies Accounts

For club or group accounts, the chairperson and secretary must provide full address and Identity verification documents. In addition, all persons that have a withdrawal mandate on a club/group account must provide full Photo Identity and Proof of Address documents.