



## A Guide to KYC and KYB





## What forms of ID do we need?

Setting up a merchant account with the big banks can be a slow and painful process—so why put yourself through it? Go with Payb instead: it's easy!

Identity verification plays an important part in combating money laundering and other financial crimes. All we'll need from you are a few pieces of information, plus some documents to confirm your identity and business/banking details.

Please see below for examples of the documents we can take and then on the following pages for the correct ways to photograph the documents



### KYC (Know Your Customer)

KYC is part of the AML process and guidelines in the financial service. We are required to verify the identity, risk and suitability involved with all businesses.

#### Photo ID

This can be **one** of the following:

- Passport
- Full Driving Licence
- European ID Card

All must be the full image with no cropped corners and both sides) for the major shareholders and directors.

#### Personal Address

This can be **one** of the following:

- Proof of Personal Home Address
- Utility Bill
- Personal Bank Statement
- Government Official Letter
- Council Tax Statement

All dated within the last 90 days with your home address, name and date clearly visible on the document.



## KYB (Know Your Business)

Identify the business and owner.

### Business Address

This can be **one** of the following:

- Utility Bill
- Lease Agreement
- Invoice
- HMRC Letter

All dated within the last 90 days with your business address, name of the business and date clearly visible on the document.

### Business Bank Statements

This can be **one** of the following:

- Cheque Book
- Bank Welcome Letter
- Bank Statement (Sole trader/Partnership)\*
- Bank Statement in LTD name

All dated within the last 90 days with your account name, account number and sort code all clearly visible on the document.

*\*If you are a sole trader or partnership, we can accept a proof of bank in your personal name or the business name.*



**APPROVED**



**NOT APPROVED**



- Drivers Licence**
- No cropping
  - All 4 corners visible
  - In date and clear



**APPROVED**



**NOT APPROVED**



### Full European Passport

- No cropping
- All 4 corners visible
- In date and clear





**APPROVED**



**NOT APPROVED**



**Full UK Passport**

- No cropping
- All 4 corners visible
- In date and clear

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Looking after your world

My Sample  
Sample Road  
Sample  
ABC 123

Your winter gas & electricity bill

Your customer number:  
85 88 08 31 28 35

What do I owe?  
Your winter payment is **£460.91**

Your estimated energy use this winter is **= 10526.14 kWh**

How do I pay?  
Your payment is due by **28th February**

How can I get in touch?  
britishgas.co.uk/securebills

UTILITY BILL

Statement date: 31 Oct 2019  
Last statement: 30 Sep 2019

**Barclays Openplan Savings**  
01 - 31 Oct 2019

Name: [REDACTED]  
Sort Code: 20-47-39  
Account no: 0000000  
SWIFT/BIC: BARCGB22  
IBAN: GB84 6848 2047 3900 0000 00

**At a glance**

Start balance	£67,472.66
Money in	£0.00
Money out	£138.54
End balance	£67,334.12

**Interest**  
You earned: £118.71

**NOTICEBOARD**  
Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Your Barclays Openplan Savings statement**  
Saving account statement

**Your transactions**

Debit Card

Date	Description	Money out	Money in	Balance
01 Oct	Start Balance			67,472.66
05 Oct	Card Payment to Tesco Stores 2365 On 04 Oct	24.50		67,448.16
10 Oct	Card Payment to Waitrose 3742 On 09 Oct	14.46		
09 Oct	Card Payment to Earth Shakes On 09 Oct	99.58		67,334.12
31 Oct	End balance			67,334.12

**Credit interest rates**

Interest rates	
Up to £50,000	0.20%
> £50,000	0.25%

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Page 1

## Proof of Address

- Name, address, date must be visible.
- Utility bill – Phone bill, Gas bill etc.
- Personal Bank statement.
- Formal letter from the bank confirming account opening.
- Business Credit Card statement.



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 <p>The University Of Sheffield.</p>	<p>Student Services Information Desk.</p>	<p>Union of Students Building Western Bank Sheffield S10 2TU Telephone: (0114) 222 1299 Fax: (0114) 222 1297 Email: 8814@sheffield.ac.uk Website: www.shef.ac.uk/sid/</p>
<p>Student Reference number: 050100000</p>		
<p><b>COUNCIL TAX - STUDENT CERTIFICATE</b></p>		
<p>I, Dr David Fletcher, certify pursuant of Paragraph 5 (2) of Schedule: of The Council Tax (Discount Disregards) Order 1992 that:</p>		
<p><b>Mr Harry Bailly</b> Date of Birth: 22/02/1982</p>		
<p>is enrolled with the University of Sheffield for the purposes of attending a Full Time course of education and that the course begins on 26 September 2005 and will cease (or is expected to cease) on 25 September 2006</p>		
<p>Signed: <b>COUNCIL TAX CERTIFICATION OFFICER</b> Date: 29 September 2005</p>		

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**Council Tax**

- Name, address, date must be visible.
- All 4 corners must be visible.
- No shadows on the photo obscuring the information
- Must be for the current tax year.





Statement date 31 Oct 2019  
Last statement 30 Sep 2019

MG005842F8V0320A21108203C00017268861567452534

NAME  
NAME  
NAME  
NAME

**Barclays Openplan Savings**

01 - 31 Oct 2019

Name  
• Sort Code 20-47-39  
• Account no. 00000000  
• SWIFT/BIC BUKGB222  
• IBAN GB84 BUK8 2047 3900 0000 00

**At a glance**  
Start balance £67,472.66  
Money in £0.00  
Money out £138.54  
End balance £67,334.12

**Interest**  
You earned £118.71

**NOTICEBOARD**  
Your deposit is eligible for protection by the Financial Services Compensation Scheme.

**Your Barclays Openplan Savings statement**  
Savings account statement

**Your transactions**  
 Debit Card

Date	Description	Money out	Money in	Balance
01 Oct	Start Balance			67,472.66
05 Oct	Card Payment to Tesco Stores 2365 On 04 Oct	24.50		67,448.16
10 Oct	Card Payment to Waitrose 3742 On 09 Oct	14.46		
	Card Payment to Earth Shakes On 09 Oct	99.58		67,334.12
31 Oct	End balance			67,334.12

▶ **Anything wrong?** If you've spotted any incorrect or unusual transactions, see the next page for how to get in touch with us.

**Credit interest rates**

Interest rates	
Up to £50,000	0.20%
£50,000+	0.25%

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**BARCLAYS**

X7345 YZ

MR A SAMPLE  
123 SAMPLE STREET  
SAMPLE TOWN  
AB12 3CD

**Barclays Bank Account**  
12 Apr - 11 May 2011

Mr A Sample  
• Statement date 11 May 2011  
• Last statement 11 Apr 2011  
• Sort code 00-00-00  
• Account no. 00000000  
• IBAN 0000 0000 0000 0000

**At a glance**  
Start balance £355.32  
Money in £1,977.13  
Money out £1,341.59  
End balance £990.86

**Agreed limits**  
• Overdraft limit £150  
• Personal Reserve limit £400

**NOTICEBOARD**

**Your Barclays Bank Account statement**

- You will find information here about products and services that may be of interest to you, unless you have advised us that you do not wish to receive this kind of information.
- The first payment on your new direct debit instruction was made this month. It's worth checking that the correct amount has been taken.

## Proof of Bank

- Bank statements.
- Cheque Book.
- Bank letter.
- Welcome letter from the bank.

All these must state the name of account, account number, sort code and date.

**BANK CARDS ARE NOT ACCEPTED!**





## Proof of Business Address

- Name, address, date must be visible.
- Business Utility bill – Phone bill, Gas bill etc.
- Business Bank statement.
- Formal letter from the bank confirming account opening.
- Business Credit Card statement.





# KYB - Business Bank Statements

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Current Account Statement

161720841306

379 0872

Home Name Home Name

We pay you interest on balances in credit up to £2,500 per year for each £1,000.

Your FlexAccount transactions

Date	Description	£ Out	£ In	£ Balance
2021	Balance from statement 47 dated 31/12/2020			4,733.80
06 Jan	CHP - RISE PAISLEY GB	63.85		4,671.94
07 Jan	MOTHERCARE PAISLEY GB	39.34		4,532.60
08 Jan	ASDA STORES 6754 GLASGOW GB	53.89		4,478.71
09 Jan	SCHOOL KIDS GLASGOW GB	54.49		4,424.22
10 Jan	HAWES & CURTIS PAISLEY GB	33.57		4,390.65
13 Jan	SAMSUNG PAISLEY GB	38.34		4,352.31
13 Jan	UPPER CRUST PAISLEY GB	21.03		4,331.28
13 Jan	LE PAIN QUOTIDIEN PAISLEY GB	72.95		4,258.33
14 Jan	ALDO GLASGOW GB	21.28		4,237.05
15 Jan	TESCO STORES PAISLEY GB	56.28		4,180.77
19 Jan	B&M PAISLEY GB	27.30		4,153.47
19 Jan	SHELL GARAGE GLASGOW GB	70.88		4,082.59
20 Jan	ASDA STORES 6754 GLASGOW GB	26.97		4,055.62
21 Jan	PLAYWORLD GLASGOW GB	53.21		4,002.41
22 Jan	LIDL GLASGOW GB	36.41		3,966.00
22 Jan	BP GARAGE GLASGOW GB	26.80		3,939.20
25 Jan	SHELL GARAGE PAISLEY GB	55.64		3,883.56
27 Jan	GANT PAISLEY GB	26.12		3,857.44
27 Jan	TESCO STORES PAISLEY GB	64.61		3,792.83
28 Jan	TORRELLA PAISLEY GB	46.27		3,746.56

Statement date: 31 January 2021  
Statement no: 48

Sort Code: 60-00-00  
Account no: 90000090  
Start balance: £4,735.89  
End balance: £3,802.28  
Average credit balance: £4,208.59  
Average debit balance: £0.00

Receiving an International Payment?  
N/A  
N/A  
N/A  
N/A  
N/A

We're here to help  
We're happy to help however you choose to contact us  
Online: nationwide.co.uk  
Phone 0800 30 20 11

Please help us to keep your details up to date and let us know if your name, telephone numbers or address changes  
Log in to our internet Bank  
Call Customer Services on 0800 30 20 11  
Or visit your local branch  
Write to us

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THE BANK

12-34-56

Pay \_\_\_\_\_ Date \_\_\_\_\_

COMPANY NAME LTD

Do not mark below this line

11 123456789 10 11 12 13 14

## Business Banking Statements

- Name, address, date must be visible.
- Business Bank statement.
- Formal letter from the bank confirming account opening.
- Business Credit Card statement.
- Cheque with full company name.





✉ [info@payb.co.uk](mailto:info@payb.co.uk)

🌐 [www.payb.co.uk](http://www.payb.co.uk)

☎ 0161 341 2244  
option 2