





A Guide to KYC and KYB







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 Offical Letter
Council Tax Statement

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

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What forms of ID do we need?

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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.

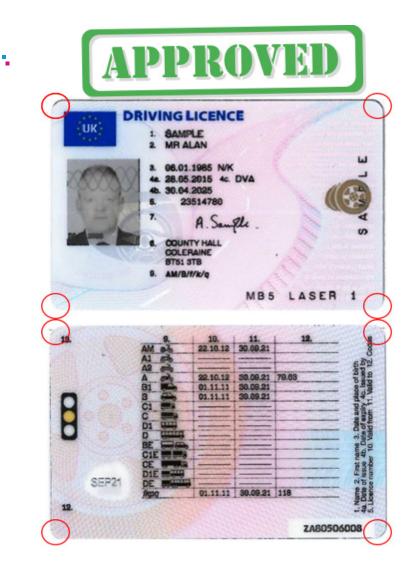
**If you are a sole trader or partnership, we can accept a proof of bank in your personal name or the business name.*







KYC - Drivers Licence





Drivers Licence

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



KYC - European ID Card





Full European Passport

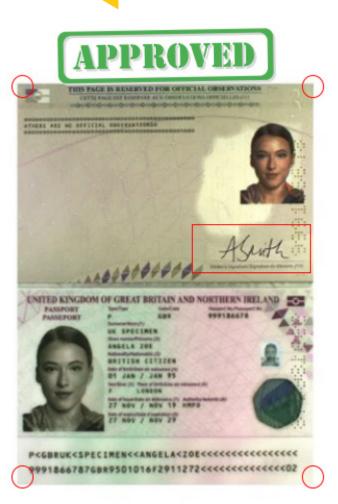
- No cropping
- All 4 corners visible
- In date and clear



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KYC - Passport







Full UK Passport

- No cropping

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- All 4 corners visible
- In date and clear



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KYC - Proof of Address

AC 123 Ma Sample Sample Road Sample Road

Your bill in more detail. 8 How do I pay? How can I get in touch? britishgas.co.uk/securebills Your payment 28th is due by Save with Desut Dabit Speak to one of our team Sachch to Olivert Dath? to receive 0800 048 0202 around \$57 discount a year of your energy full wart to charge how to pay Where can't get more help? UTILITY BILL

British Gas

Looking after your world

Your oustomer number:

= 10526.14 kWh

40 A A B A

85 88 08 31 28 35

Your minimum lenergy use this winter is

Your estimated meter readings

Destricity-Deptine

Destricity Nightling



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.





KYC - Council Tax

Student

Services

Desk.



Union of Students Building Western Bank Sheffield S10 2TG Telephone: (0134) 222 1299 Information Fax: (0114) 222 1297 Email: SSID@sheffield.ac.uk Website: www.shef.ac.uk/ssid/

Student Reference number: 050100000

COUNCIL TAX - STUDENT CERTIFICATE

I, Dr David Fletcher, certify pursuant of Paragraph 5 (2) of Schedule: of The Council Tax (Discount Disregards) Order 1992 that:

Mr Harry Bailly

Date of Birth: 22/02/1982

is enrolled with the University of Sheffield for the purposes of attending a Full Time course of education and that the course begins on 25 September 2005 and will cease (or is expected to cease) on 25 September 2006

Signed:

COUNCIL TAX CERTIFICATION OFFICER

Date: 29 September 2005

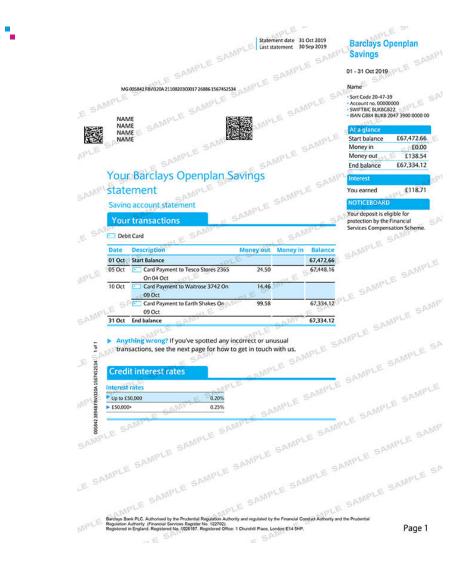


Council Tax

- 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.



KYB - Proof of Bank





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!



KYB - Proof of Trading Address

Company Name	INVOIC	
[Street Address]		
[CHy, ST 2P] Phone: [000-000-0000]	BATE BEVOICE #	12/9/20
Fax: [000-000-0000]	CUSTOMER ID	[123]
Website: som edomain, com	DUE DATE	1/8/20
BLL TO (Same)		
(Canpany Kame)		
[Street Address] [City, ST 2IP]		
[LT9, 51 JP] [Phone]		
DESCRIPTION	TAXED	AMDUN
[Service Ree] [Labor: 5 hours at \$75/hr]		23
(Parts)	X	34
	Sub-total Taxable	95 34
OTHER COMMENTS	Tax rate	6
1. Total payment due in 30 days	Tax due	2
2. Rease include the Invalce number on your check.	TOTAL	5 97
		ecks payabl

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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





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.





