

## What we need to register a Power of Attorney:

- The Original Power of Attorney document or a copy of the Power of Attorney certified and dated on each page by a Solicitor or the LPA Access Code
- A completed *Application to add each Registered Power of Attorney* form with each Attorneys details
- Identification for Attorneys who are not existing Chorley Building Society Members
- Confirmation of where correspondence is to be sent
- Declaration of Capacity Status

## The Power of Attorney document

The Power of Attorney document must relate to “**Financial and Property Affairs**” and must be either the original sealed copy or a copy certified and dated on each page by a Solicitor.

## Identification

To meet the requirements of the Society’s identification criteria, the Society will undertake an electronic check through its chosen credit agency in order to fulfil this. If the electronic check is unsuccessful, we would then require one form of identification from List A and one from List B as stated in our Identification Criteria.

## Application to add a Registered Power of Attorney

- Complete our *Application to add a Registered Power of Attorney* form. If the Attorney is allowed to act severally and there is more than one Attorney, the Power of Attorney will only be lodged against the person registering their details. Documents must be provided to register each Attorney.
- If the Attorney is to act jointly, each Attorney must complete our *Application to add a Registered Power of Attorney* form. **The Power of Attorney will not be able to be used until all Attorneys have provided this information.**
- Decide where you would like the correspondence to go. Correspondence will be sent to the Donor’s (Members) address if a correspondence address is not supplied.
- Declaration of Capacity Status – for security purposes, please tell us whether or not the Donor (Member) is mentally capable of managing their own financial affairs.
- If you are in branch and all documents are presented, we can register the Power of Attorney immediately. If you have sent the documents via the post we will endeavour to register the Power of Attorney within 48 hours, returning your documents to you via registered mail.

## What can a Power of Attorney do?

- Update Passbook
- Deposit Funds
- General Account Enquires
- Change address or account holders name
- Open/close accounts in the account holders name
- Full access to the account
- Request information to be posted to account holder
- Withdraw cash / cheques including CHAPS
- Report a lost or stolen passbook
- Set up an internal Standing Order
- Transfer to a new or existing account in the account holders name
- Access to Chorley Online

## Identification Criteria

### List A - verification of your identity

- Passport (UK or foreign)
- UK photo-card driving licence (Full or Provisional)
- UK full old style paper driving licence
- UK Residence Permit
- DWP pension/state benefit entitlement - current year
- HM Revenue & Customs tax notification - current year

### List B - verification of your name and residential address

- Utilities bill - less than 3 months old
- Council tax bill - current year
- UK photo-card driving licence (Full or Provisional)
- UK full old style paper driving licence
- Care Home residence verification - signed by appropriate authority
- Bank/Building Society statement - less than 3 months old
- Local council tenancy agreement
- Solicitors letter confirming recent house purchase
- DWP pension/state benefit entitlement - current year