

## Proof of income supporting documentation return form

For the identification and verification of Account Operators (Nominated Persons and Authorised Signatories) and Responsible Individuals of an account.

Please use black or blue ink and write clearly in the spaces provided in BLOCK CAPITAL letters. Mark relevant boxes with a clear cross.

### 1. Your details

First Name

Surname

Home address

Postcode

Preferred contact number

Current account number

What have you applied for? (Delete as appropriate)    Overdraft / Credit Card / Personal Loan

Amount requested £

### 2. Proof of income documentation

Depending on your employment situation please provide **originals of one** of the below documents.

	Tick as appropriate
<b>For PAYE employees</b> a) Latest 3 months' worth of payslips; or b) Latest 3 months' bank statements showing receipt of your salary each month.	<input type="checkbox"/> <input type="checkbox"/>
<b>For self-employed individuals or contractors</b> a) P60 from the most recent tax year; or b) Latest HMRC Tax Return (SA302); or c) Formal letter from your employer verifying income and contract length; or d) Latest 3 months' statements where a regular and specific income can be identified.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

### 3. Returning the forms to us

- Please return this completed form and the originals of your supporting proof of income to Metro Bank at the below address:  
**Customer Care Team, Metro Bank, One Southampton Row, London, WC1B 5HA.**
- Alternatively please visit your local Metro Bank Store with all the completed documents.
- We may be required to carry out a further credit check if we receive your documents more than 30 days after your original application.
- We will return all proof of income documentation to the address stated in section 1.

#### Notes:

- All documentation must be returned to us with this completed form.
- All documents must be clear and legible with clear evidence that the income belongs to yourself.
- Once we have received your documents we will be in touch with you to let you know the outcome.
- If you have applied for an overdraft on your Current Account we will be able to apply this for you straight away once we have verified your income.
- If you have applied for a Credit Card or Personal Loan you will be advised to return to a Metro Bank Store to complete your application.