



**NatWest
Group**

Know Your Customer packaging (please ensure all copies sent are black & white)

	Required?	Documents accepted	Other requirements	Covid 19 requirements
Name Identification	Yes – If not electronically verified. For non UK/EU National we will always require a copy of the passport and valid VISA at the time of application.	Passport. Full UK Driving Licence/UK Provisional Licence Military ID Card EU/EEA National ID Card EU/EEA Driving Licence Biometric Residence Permit	Upload via PDF or Jpeg max 10mb via Website or email to intermediarydocs@natwest.com including mortgage reference number.	You no longer need to certify the documents that you send to us. That's because we have updated the declarations that you complete during the application process which now includes wording confirming that: For customer identification/address: The documents I am submitting are true copies of original documents relating to the party/parties on this application.
Address verification	Yes – If not electronically verified. For EU, EEA or Swiss citizens we will require a copy of their Settled/Pre-settled decision letter	Bank Statement/Utility bill/Council Tax bill Mortgage statement/Local Council Tenancy Agreement UK Full Driving Licence/UK Provisional Driving Licence HMRC Letter	Upload via PDF or Jpeg max 10mb via Website or email to intermediarydocs@natwest.com including mortgage reference number	For income/expenditure: I am confirming that either the scanned documentation is a true copy of an original document OR, where electronic documentation is being supplied, this is an unaltered document obtained by the customer directly from the corresponding business or organisation. Original copies of documents, required.

Basic Income packaging (please ensure all copies sent are black & white)

	Residential & BTL Lending			
	Documents accepted		Other requirements	Covid 19 requirements
	Less than 75% & up to £500,000	Over 75% or more than £500,000		
Employed income	Latest months payslip	Latest 3 months payslips Latest 3 months consecutive bank statements from main bank account.	Not required for NatWest or RBS bank account holders	We will be unable to help customers who are currently on Furlough/Flexi-Furlough. Please see the additional packaging sheet for customers who have returned from Furlough.
Self Employed income for Sole Trader or Partnership	See over 75%	Last 2yrs SA302's or Fully submitted tax assessments showing as 100% complete + Tax year overview. Latest 3 months consecutive bank statements from main bank account & business bank accounts.	"If the latest accounts available are over 18 months' old, please provide a letter from your customer's accountant to confirm business is still viable. Submissions made via 3rd party software e.g. accountants, are also acceptable on condition that the Tax Year Overview is provided by the customer confirming the unique Tax Reference number and the figures on the submission."	A Mandatory Self Employed Application submission sheet with all sections ticked and accompanying explanations completed along with all documents detailed. Cases with incomplete documentation uploaded on submission will not be underwritten and will be lapsed.
Self Employed income for Limited Company	See over 75%	2yrs Finalised accounts Latest 3 months consecutive bank statements from main bank account & business bank accounts.	"For BTL applications we need to evidence via the latest 3 months bank statements from the account that the rental income is paid into, existing rental income from buy-to-let and consent-to-let properties. We will instruct a valuation report to be conducted on the property to be mortgaged and a background valuation assessment on an applicant's existing rented properties."	
Contractors earning more than £75,000 per annum	See over 75%	Latest 3 months' consecutive personal bank statements. Copy of contract(s) to encompass a 12-month period, with a minimum of 6 months' contract(s) already completed. For example this could be a 12-month contract where 6 months have been completed, two 6-month contracts where one has been completed or four 3-month contracts where two have been completed.	Not required for NatWest or RBS bank account holders Where significant business expenses that are not reimbursed as part of the applicant's contract are identified on the application, 3 months' bank statements (personal or business) must be provided evidencing these.	

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Information classification: Public



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Additional Income Packaging (please ensure all copies sent are black & white)

	Residential & BTL Lending		
	Documents accepted	Other requirements	Covid 19 requirements
Overtime/Commission/Shift Allowance	3 months' consecutive payslips and most recent P60.	If P60 unavailable or due to salary increase/change of job does not correlate to payslips we will require 6 months payslips.	Please refer to additional packaging requirements for customers who have been Furloughed
Monthly Bonus	3 months' consecutive payslips and most recent P60.	If P60 unavailable or due to salary increase/change of job does not correlate to payslips we will require 6 months payslips.	Please refer to additional packaging requirements for customers who have been Furloughed
Quarterly Bonus	4 payslips detailing the most recent bonus payments – one from each quarter.		Please refer to additional packaging requirements for customers who have been Furloughed
Bi-Annual Bonus	4 payslips detailing the bonus payments over the latest 2 years.	We will use 50% of the average bonus of the last 2 years.	Please refer to additional packaging requirements for customers who have been Furloughed
Annual Bonus	2 payslips detailing the bonus payments over the latest 2 years.	We will use 50% of the average bonus of the last 2 years.	Please refer to additional packaging requirements for customers who have been Furloughed
2nd Job	See under employed income at LTV/Loan size.	6 months employment history required .	Please refer to additional packaging requirements for customers who have been Furloughed
Maternity Pay	3 Months Payslips prior to maternity leave. Latest 3 months consecutive bank statements from main bank account.	Letter from customer confirming return to work on same terms or letter from employer detailing new employment terms.	
Child benefit	Most recent bank statement showing payment credit.		
Other benefit	Up-to-date awards letter.		
Maintenance Income	6 Months banks statements.	Court approval letter if paid by court order.	
Foster Carers Income	2 Years Remittance Slips or Annual statements.	A letter confirming they are a registered carer.	
Rental Income	Last 2 years SA302s or Fully submitted tax assessments showing as 100% complete + Tax year overview.	For BTL applications we need to evidence via the latest 3 months bank statements from the account that the rental income is paid into, existing rental income from buy-to-let and consent-to-let properties. We will instruct a valuation report to be conducted on the property to be mortgaged and a background valuation assessment on an applicant's existing rented properties."	

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