



WORKS CREDIT UNION CO-OPERATIVE SOCIETY LIMITED

LETTER OF AUTHORISATION FROM UTILITY BILL OWNER

INSTRUCTIONS FOR COMPLETING THIS LETTER

1. This letter is to be completed by the person whose **name appears on the utility bill**. It confirms that the applicant named in the letter **currently lives at the address on the utility bill** and authorizes Works Credit Union to use this address for the applicant.
2. This letter must be accompanied by the following:
 - a. The **original** utility bill that shows the bill owner's name on it.
 - b. A **copy** of the National ID, Driver's Permit or Passport from the bill owner.
3. Complete the letter following these instructions:
 - Date – Today's date.
 - Address – Four lines for the home address appearing on the utility bill.
 - Bill Owner Name – The first and last name of the bill owner, which must be the same name appearing on the utility bill.
 - Applicant Name – The first and last name of the applicant who this letter is being written for.
 - Relation – The applicant's relation to the bill owner (mother, father, brother, sister, son daughter, cousin, girlfriend, boyfriend, wife, husband, friend etc.)
 - Service Provider – The name of the service provider that the utility bill is from (TSTT, WASA etc.)
 - Years/Months – Number of years or months that the applicant has been residing at the address stated on the utility bill.
 - Phone (Home) – Utility bill owner's home phone number.
 - Phone (Mobile) – Utility bill owner's mobile/cell phone number.
 - National ID Number, Driver's Permit Number or Passport Number – Any one of these forms of identification from the utility bill owner must be provided. This must match the name on the utility bill. A copy of this ID must be presented with this letter.



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Date: _____

I, _____ hereby confirm that _____ is
my _____ and has been residing at the address stated on my attached
utility bill for the past _____ .

Phone (Home): _____

Phone (Mobile): _____

Please provide a copy of the above stated ID.

Yours respectfully,

BILL OWNER'S SIGNATURE