



Nationwide BAS

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BAS Agent Number: 18296009
Tax Agent Number: 25976213 | **ABN:** 44154174553

Nationwide Bookkeeping & Accountants Services Pty Ltd

Factsheet – New Proof of Identity Requirements

Tax Time / New Engagements

Individual Clients

The Australian Taxation Office (ATO) has seen an increase in attempts by criminals to commit refund fraud by stealing the identities of taxpayers and as such they and the Tax Practitioners Board (TPB) are introducing new client verification standards for all registered tax practitioners to comply with.

This means that for all of our new clients, in addition to us asking all of the usual personal details such as name, date of birth, tax file number, address etc we will also need to sight Proof of Identity (POI) documents.

For our existing clients, we will attend to this progressively as we work with them and/or when they advise us of a change to their details.

We are not required to retain copies or originals of any identification documents you provide to us as this may increase our risk of being targeted by criminals undertaking identity theft.

All we will need to do is sight either:

1. An original or certified copy of a primary photographic identification document; or
2. Both of the following:
 - a. an original or certified copy of a primary non-photographic identification document; and
 - b. an original or certified copy of a secondary identification document.

[See table on next page for what document you need to have ready for us to sight](#)

To demonstrate to the ATO and TPB that proof of identity steps were undertaken by us, we will keep a record of the following details:

- the date and time that our POI checks were undertaken
- the name and title of the person undertaking the POI checks
- the identification documents that were sighted, and whether they were originals or certified copies
- how the identification documents were sighted (for example, in person, or electronically)
- certification that:
 - the identification documents are clear and legible and identify the client or individual representative
 - there does not appear to be reason to question the identification documents provided

We re-iterate that we will not take copies of your documents, retain them or any ID numbers from those documents and

We thank you for your co-operation as we comply with new client verification standards required of us by the ATO and TPB to reduce the incidents of identity fraud and to help stamp-out tax fraud.

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Proof of Identity Document List

PRIMARY PHOTOGRAPHIC ID DOCUMENT		PRIMARY NON-PHOTOGRAPHIC ID DOCUMENT		SECONDARY ID DOCUMENT
A driver licence or permit from Australia or overseas, including a digital driver licence	OR	An Australian birth certificate, birth extract or citizenship certificate	+	A notice from the ATO or other government agency, such as Centrelink, that contains the individual's name and residential address, issued in the past 12 months
An Australian passport		A foreign birth certificate or citizenship certificate		A municipal council rates notice or a utilities bill (such as a water, gas or electricity bill) that contains the individual's name and residential address, issued in the past three months
A government proof of age card issued in Australia		A government issued concession card, such as a pensioner concession card, a health care card, or a senior's health care card.		A Medicare card
A foreign passport issued by a foreign government or the United Nations				For an individual aged under 18, a letter from a school principal issued in the past three months that details the individual's name, residential address and when they attended the school, or a student card if available
International travel documents issued by a foreign government or the United Nations				Electoral roll details (checked against www.aec.gov.au)
A national identity card issued by a foreign government or the United Nations				
An ImmiCard provided by the Department of Home Affairs.				

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Checklist – Proof of Identity Tax Time / New Engagements Individual Clients

PROOF OF IDENTITY CHECKLIST	
Client Name	
Client Address	
Client Date of Birth	
Date/Time POI Check Undertaken	Date Time
Name / Title of Person Undertaking the POI Check	Name Title/Position
Declaration	<p>I certify that:</p> <ul style="list-style-type: none"> the identification documents that I sighted were all clear and legible and identified the client or their individual representative there does not appear to be any reason to question the identification documents provided <p>Signed</p>

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PROOF OF IDENTITY CHECKLIST

Client Name	
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Sight ONE Primary Photographic ID
OR
Sight ONE Non-Photographic ID & ONE Secondary ID
 circle if the document was an original or certified copy

PRIMARY PHOTOGRAPHIC ID DOCUMENT	OR	PRIMARY NON-PHOTOGRAPHIC ID DOCUMENT	+	SECONDARY ID DOCUMENT
A driver licence or permit from Australia or overseas, including a digital driver licence Original / Certified		An Australian birth certificate, birth extract or citizenship certificate Original / Certified		A notice from the ATO or other government agency, such as Centrelink, that contains the individual's name and residential address, issued in the past 12 months Original / Certified
An Australian passport Original / Certified		A foreign birth certificate or citizenship certificate Original / Certified		A municipal council rates notice or a utilities bill (such as a water, gas or electricity bill) that contains the individual's name and residential address, issued in the past three months Original / Certified
A government proof of age card issued in Australia Original / Certified		A government issued concession card, such as a pensioner concession card, a health care card, or a senior's health care card. Original / Certified		A Medicare card Original / Certified
A foreign passport issued by a foreign government or the United Nations Original / Certified				For an individual aged under 18, a letter from a school principal issued in the past three months that details the individual's name, residential address and when they attended the school, or a student card if available Original / Certified
International travel documents issued by a foreign government or the United Nations Original / Certified				Electoral roll details (checked against www.aec.gov.au) Original / Certified

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A national identity card issued by a foreign government or the United Nations Original / Certified				
An ImmiCard provided by the Department of Home Affairs. Original / Certified				

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