Client Verification Process

**Attach client identity information sheet (if completed)**

**Individuals (for their personal matters or as representatives of an entity or other person)**

This is to verify the identity of the person who is instructing you.

Name:

Date of Birth:

ABN (if applicable):

Private Residence:

Contact Mobile phone number:

Email:

A: One Document (with photo) provided for review:

[ ] Drivers Licence, or

[ ] Passport, or

[ ] Government issued card with identity shown

NOTE: Neither the Document or any copy should be taken or retained, the requirement is to review and note that you are satisfied that it matches the person.

[ ] Photo does / does not match person

or

B: (If no photo evidence)

[ ] Australian full birth certificate or Australian citizenship certificate and

One of

[ ] ATO Assessment notice (last years)

[ ] Medicare card

[ ] Recent Bank Statement

Verification Process

[ ] Names consistent

[ ] Address consistent

[ ] All evidence consistent

**[ ] Satisfied that the persons identity has been verified**

**Entity details / (represented person details)**

Name:

ABN:

Registered Address:

Business Premises (if different):

Website url:

Business phone number:

Responsible Persons (Directors / Owners):

Responsible Person contact detail: Phone: Email:

What proof of “Authorisation” has been provided by the individual:

 [ ] Signed authorisation from Responsible person and the Representative

 [ ] Other

Verification Process

[ ] ABN matches name

[ ] Address consistent

[ ] website URL provides consistent information

[ ] Email address valid

[ ] All evidence consistent

**NEW client for ATO purposes**

When being appointed as Agent for ATO purposes, Following the “Add Client” you should check the details of information provided against the ATO records. If different you should query the provider of the information.

[ ] ATO information matches that provided

If the provider is requesting a change to the bank account details and lodgment of forms to generate refunds obtain further evidence that the Bank Account details belong to the person/entity.

[ ] Bank Statement obtained with matching name and bank account details.

[ ] Bank details match ATO records

**[ ] Satisfied that the person legitimately represents the entity**

**[ ] Satisfied that the entity identification has been verified**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_