| **POI verification – Individual client checklist** ➊ |
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| A. Individual client  |
| **Full name:**  |
| **Date of birth:** |
| **Residential address:**  |
| **Date and time the POI verification was conducted:**  |
| **Name (and title) of person conducting the POI verification:**  |
| **Was the individual’s identity well-established so no POI verification is required?** Yes/NoIf YES – go to **Professional judgment file notes****Was the individual’s identity verified satisfactorily?:** Yes/NoThe identification documents were clear and legible and identified the individual. There did not appear to be a reason to question the identification documents provided. Signed:  |
| **Were additional verification steps required to be taken because of any discrepancy?** **If so, why and what steps were taken?**  |
| B. Primary photographic identification document (photo ID) ➊ Yes/No |
| * An original/certified copy *(delete whichever was not relevant)* of an Australian or overseas driver’s licence or permit (including a digital driver’s licence).

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| * An original/certified copy *(delete whichever was not relevant)* of an Australian passport.

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| * An original/certified copy *(delete whichever was not relevant)* of a Government proof of age card issued in Australia.

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| An original/certified copy *(delete whichever was not relevant)* of a foreign passport issued by a foreign Government or the United Nations.**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| * An original/certified copy *(delete whichever was not relevant)* of an international travel document issued by a foreign Government or the United Nations.

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| * An original/certified copy *(delete whichever was not relevant)* of an ImmiCard provided by the Department of Home Affairs.

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| C. Primary non-photo ID ➊ Yes/No |
| * An original/certified copy *(delete whichever was not relevant)* of an Australian birth certificate, birth extract or citizenship certificate.

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| * An original/certified copy *(delete whichever was not relevant)* of a foreign birth certificate or citizenship certificate.

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| * An original/certified copy *(delete whichever was not relevant)* of a Government issued concession card (e.g., pensioner concession card, a health care card or a senior’s health care card).

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| D. Secondary ID ➊ Yes/No |
| * An original/certified copy *(delete whichever was not relevant)* of 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.

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| * An original/certified copy *(delete whichever was not relevant)* of 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.

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| * An original/certified copy *(delete whichever was not relevant)* of a Medicare card.

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| * An original/certified copy *(delete whichever was not relevant)* of, 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.

**Last 3 digits/letters of document number/reference:** **Sighted in person (including via videoconferencing)/electronically *(delete whichever was not relevant).*** |  |
| * Electoral roll details – checked against [www.aec.gov.au](http://www.aec.gov.au).
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| E. Alternative POI ATO electronic verification Yes/No |
| Under the ATO’s POI verification methodology (contained **in** [**‘Agent client verification methods’**](http://ato.gov.au/tax-professionals/Your-practice/Tax-and-BAS-agents/Agent-Client-Verification-methods/)) an individual’s identity can be verified either by conducting: * **visual identification** (i.e., using the **Visual method**) of **a client’s primary identification document** (i.e., listed at **Heading ‘B’** above, such as a **driver’s licence**)in person or via videoconference; or
* verification of **two** separate proof of identity documents (i.e., a **primary non-photo ID** listed at **Heading ‘C’** above and/or a **Secondary ID** listed at **Heading ‘D’** above) by using the **Visual method**➋ or any combination of at least two of the available three methods accepted by the ATO, including the **Source ATO method**➌, the **Source document verification service (DVS) method**➍ or the **Visual method.**
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