

Guide to providing proof of your identity

There's two easy ways to prove your ID

1. Electronic verification

Simply provide the details of any **TWO** of the following:

A. Passport

Australian passport number: A 1 2 3 4 5 6 7 8 9

Place of birth (as shown on your passport): M E L B O U R N E

Country of birth (**NOT** shown on your passport): A U S T R A L I A

Family name at birth (**NOT** shown on your passport): S A M P L E

B. Medicare

Medicare number: 1 2 3 4 5 6 7 8 9

Valid to: 2 5 / 1 2 / 2 0 1 9

Your reference number on this card: 1

C. Driver's licence


Australian driver's licence number: 1 2 3 4 5 6 7 8 9


State of issue: V I C


Expiry date: 2 5 / 1 2 / 2 0 1 9

2. Certified documents

If you prefer, you can get your ID certified and send the copies back to us.

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1. Organise your documents
Work out what proof of ID you need from the table over the page.
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2. Get your ID certified
Make photocopies of your ID documents and take along with the originals to someone authorised to certify documents. You can do this at a post office* or police station. See over the page for more options.
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3. Send it all back to us
Send your completed form back to us, making sure to attach the signed certified copies of your documents (not required if you have completed the electronic verification section).

* Australia Post charges a fee for each photocopy you need to get certified.

Proof of ID for certified documents

I want to	How much	What ID you need to give us			Electronic* ID verification available
		Primary photographic ID		Additional ID	
Open an income stream account	Any amount	Either driver's licence or passport	AND	A bill or bank statement issued within the last three months	YES
Change the bank account my income stream is paid into	Not applicable	Either driver's licence or passport			NO
Rollover to another regulated super fund†	Any amount	Your Tax File Number (in the form)	OR	Either driver's licence or passport	YES
Rollover to a SMSF	Up to \$75,000	Either driver's licence or passport			YES
	More than \$75,000	Driver's licence or passport	AND	A bill or bank statement issued within the last three months	YES
Make a cash withdrawal	Up to \$10,000	Driver's licence or passport			YES
	More than \$10,000 and up to \$50,000	Driver's licence or passport	AND	A bill or bank statement issued within the last three months	YES
	More than \$50,000 and up to \$75,000	Driver's licence or passport	AND	TWO individual bills or bank statements issued within the last three months	YES
	More than \$75,000	Driver's licence or passport	AND	THREE individual bills or bank statements issued within the last three months	YES

* You can provide certified copies of the identification documents indicated in the table. Alternatively in some circumstances you can authorise AustralianSuper to use the information you provide on the form to prove your identity using an electronic verification service.

† To rollover to another regulated super fund, your Tax File Number can be used as proof of your ID and is verified with the ATO. However if this is unsuccessful other ID information may be requested.

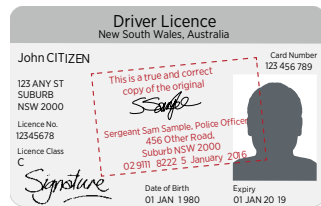
The ID documents you submit must be current and not expired. If using your driver's licence, you will need to copy both sides. A bill or bank statement must be no more than 3 months old and have the same residential address as your AustralianSuper account. Any ID documents that are in a foreign language must be accompanied by a translation into English by an accredited translator. AustralianSuper reserves the right to request additional certified identification documents where required.

How to certify documents

Your ID must be properly certified

To certify your documents the authorised person needs to:

- Compare the photocopy to the original
- Include the following details on the copy:
 - stamp/write 'This is a true and correct copy of the original'
 - their qualification (such as police officer)
 - their name
 - their address and phone number, and
 - their signature and the date it was signed.



Can't get to a post office or police station?

These other people are allowed to certify documents:

- › a finance company officer with two or more years of continuous service (with one or more finance companies)
- › an officer with, or authorised representative of, a holder of an Australian Financial Services Licence (AFSL), having two or more years continuous service with one or more licensees
- › a notary public[‡]
- › a registrar or deputy registrar of a court[‡]
- › a Justice of the Peace[‡]
- › a person enrolled on the roll of a State or Territory Supreme Court or the High Court of Australia, as a legal practitioner
- › an Australian consular officer or an Australian diplomatic officer[‡]
- › a judge of a court[‡]
- › a magistrate[‡], or
- › a Chief Executive Officer of a Commonwealth court.

[‡] If you live overseas these people can certify your documents.

Other ways to prove your identity

If you don't have a driver's licence or passport you will need to have two documents certified:

One of these:

- › birth certificate or birth extract
- › citizenship certificate issued by the Commonwealth, or
- › pension card issued by Centrelink that entitles a person to financial benefits.

And one of these:

- › a letter from Centrelink regarding a Government assistance payment (less than 12 months old)
- › Australian Taxation Office notice of assessment (less than 12 months old), or
- › rates notice (less than 12 months old).

All ID should show your name and residential address.

If you have changed your name or are signing on behalf of another person

You'll need to prove the link between you and the other person, or your name change. You can use one of the documents below as well as your other certified ID (such as a driver's licence or passport).

If you have changed your name you'll need one of these:

- › marriage certificate
- › deed poll, or
- › change of name certificate from the Births, Deaths and Marriages Registration Office.

If you are signing on behalf of another person you'll need one of these:

- › guardianship papers, or
- › Power of Attorney.

Contact us

Call **1300 300 273**
(8am to 8pm AEST/AEDT weekdays)

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