

SCHEDULE 1

Proof Of Identity Documents

TO BE PROVIDED TO GLINT ACCOUNTANTS

As part of the Tax Practitioners Board's requirements for Tax Agents to properly verify a new or ongoing client, we are now required to sight either:

1. One Primary Photographic Identification Document

OR

2. Where no photo ID is not available, **both of the following:**
- A primary non-photographic ID
 - A secondary ID

Please note: only an original document or certified copy may be used for identification purposes. You may provide these in the form of photos sent to our mobile phone at +61-435116868. Alternatively, a Zoom meeting may be arranged for this purpose.

Acceptable identification documents are listed below for your reference:

Provided	N/A	1. PRIMARY PHOTOGRAPHIC IDENTIFICATION DOCUMENT
☐	☐	A driver's licence or permit from Australia or overseas, including a digital driver's licence
☐	☐	An Australian passport or a foreign passport
☐	☐	A government proof of age card issued in Australia
☐	☐	International travel documents issued by a foreign government or the United Nations
☐	☐	A national identity card issued by a foreign government or the United Nations
☐	☐	An ImmiCard provided by the Department of Home Affairs

Provided	N/A	2. WHERE PHOTO ID IS NOT AVAILABLE
		(a) PRIMARY NON-PHOTOGRAPHIC IDENTIFICATION DOCUMENT
☐	☐	An Australian birth certificate, birth extract or citizenship certificate
☐	☐	A foreign birth certificate or citizenship certificate
☐	☐	A government-issued concession card, such as: a pensioner concession card, health care card, or senior's health care card
		(b) SECONDARY IDENTIFICATION DOCUMENT
☐	☐	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
☐	☐	A municipal council rates notice or utilities bill (eg. water, gas or electricity) that contains the individual's name and residential address, issued in the past 3 months
☐	☐	A Medicare card
☐	☐	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
☐	☐	Electoral roll details (checked against www.aec.gov.au)