



# PROOF OF IDENTITY Member factsheet

You may be required by law to provide proof of identity when moving money between super funds or withdrawing from your account. Your super could be thousands of dollars so we need to be sure we are releasing super to the person to whom the entitlements belong. Your super transfer or withdrawal could be delayed if you don't provide the correct certified ID.

## THE STEPS TO GETTING YOUR ID CERTIFIED

### STEP 1- ACCEPTABLE DOCUMENTS

One document from Group 1 OR one document from Group 2 AND one document from Group 3.

GROUP 1	OR	GROUP 2	AND	GROUP 3
<ol style="list-style-type: none"> <li>1. A current driver's licence issued under state or territory law**.</li> <li>2. A passport issued by the Commonwealth that is current or has expired within the past two years.</li> </ol> <p><b>**If your residential address is different to that which is registered with WA Super you must attach a document from group 3 as proof of your residential address.</b></p>		<ol style="list-style-type: none"> <li>1. Birth certificate or birth extract.</li> <li>2. Citizenship certificate issued by the Commonwealth.</li> <li>3. Pension card issued by Centrelink that entitles the person to financial benefits.</li> </ol>		<ol style="list-style-type: none"> <li>1. Notice issued by Commonwealth, State or Territory, no older than 12 months, that contains your name and residential address and records the provision of financial benefits under the law of the Commonwealth, State or Territory. For example, letter from Centrelink.</li> <li>2. Notice issued by the Australian Taxation Office, no older than 12 months, that contains your name and residential address and records a tax debt payable to or by you. For example, notice of assessment from ATO.</li> <li>3. Notice issued by a local government body, no older than 3 months, that contains your name and residential address and records the provision of services to you. For example, rates notice from local council.</li> </ol>

**Please note: Documents will be accepted up to 3 months after they have been certified.**

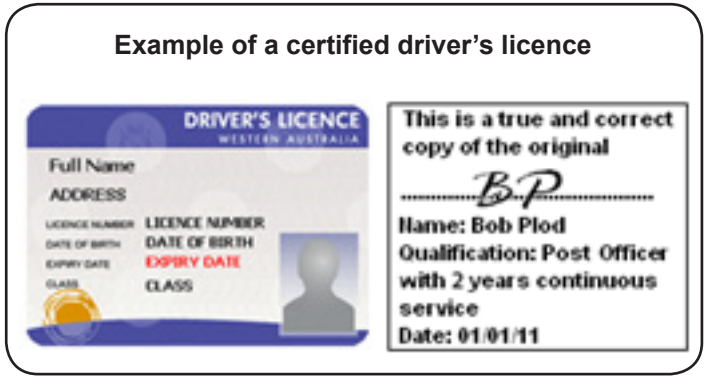
### STEP 2 - THE FOLLOWING PEOPLE CAN CERTIFY COPIES OF YOUR ORIGINAL DOCUMENTS AS TRUE AND CORRECT COPIES:

- A permanent employee of a local government authority with two or more years of continuous service
- A police officer
- A Justice of the Peace (JP)
- A finance company officer with two or more years of continuous service (with one or more finance companies)
- A permanent employee of the Australian Postal Corporation with two or more years of continuous service
- An agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public
- An officer with two or more years of continuous service with one or more financial institutions
- 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 permanent employee of the Commonwealth with two or more years continuous service
- A permanent employee of the State or Territory, or State and territory authority with two or more years continuous service
- A member of the Institute of Chartered Accountants in Australia, CPA Australia, or the National Institute of Accountants, with two or more years continuous membership
- For a complete list of people able to certify documents visit [www.ato.gov.au](http://www.ato.gov.au).

### STEP 3 - CERTIFYING THE DOCUMENT

Sight the original and the copy to make sure both documents are identical. Stamp or write on all pages the following:

- "I certify this is a true copy of the original document"; and
- and
- Printed name; and
- Signature; and
- Qualification (eg Justice of the Peace); and
- Length of service (if required); and
- The date; and
- Contact number.



### STEP 4 - SEND IT ALL BACK TO US

Send the ORIGINAL certified copies of your ID and appropriate form to us at:

WA Super  
PO Box Z5493 St Georges Tce  
PERTH WA 6831

Please note: You cannot email or fax these as we need to see original signatures on the certified ID and form.

### HAVE YOU CHANGED YOUR NAME OR ARE YOU SIGNING ON BEHALF OF ANOTHER PERSON?

If you have changed your name or are signing on behalf of the applicant, you will need to provide a certified linking document. A linking document is a document that proves a relationship exists between two (or more) names.

PURPOSE	SUITABLE LINKING DOCUMENTS
<ol style="list-style-type: none"><li>1. Change of name</li><li>2. Signed on behalf of the applicant</li></ol>	<ol style="list-style-type: none"><li>1. Marriage certificate, deed poll or change of name certificate from the Births, Deaths and Marriages Registration Office</li><li>2. Guardianship papers or Power of Attorney</li></ol>

### NEED HELP?

If you have any questions or queries regarding proof of ID please give us a call on 08 9480 3500.

The information in this document is of a general nature only and does not take your personal investment objectives, financial situation and needs into account. You should assess whether any advice is appropriate to your individual investment objectives, financial situation and particular needs before making any investment decision. You should also consider seeking the assistance of a professional adviser.