

WARDS TAX & ACCOUNTING SERVICES

NEW CLIENT DETAILS FORM

Title: _____

*

First Name: _____

Middle Name: _____

Surname _____

NOTE: If your name has changed since you last lodged a Tax Return please write the name that the Tax Office knows you by:

Do you have a **University, TAFE or Trade Loan?** YES NO

*Address: _____

*Suburb _____

State _____

Postcode _____

*Postal Address: _____

(If different from above)

*Suburb _____

State _____

Postcode _____

*Date of Birth: _____

How many years (tax) are we doing for you today? _____

*Tax File Number: _____

ABN (if applicable): _____

Telephone Numbers & Email address:

Home: _____

*Mobile: _____

*Email: _____

Bank account details

(Tax Office requirement for your refund.)

*Name on Account: (e.g. Fred E Citizen) _____

*BSB: _____

(6 digits)

*Account No: _____

I appoint Wards Tax & Accounting Services as my registered tax agent.

*Name of person completing form: _____ Signature: _____

It is a tax office requirement that we verify your identity. Please see next page.

Identity Verification

Please choose Option 1 or Option 2 (not both)

All documents must be current unless otherwise stated

Office use:

Option 1: One (1) of the following primary photographic identification document	Original or Certified
<input type="checkbox"/> A drivers licence or permit from Australia or overseas, including a digital drivers licence	O / C
<input type="checkbox"/> An Australian Passport (must be current or no more than 2 years expired)	O / C
<input type="checkbox"/> A government proof of age card issued in Australia	O / C
Option 2: One (1) Primary non-photographic PLUS one (1) secondary identification document	
Primary non-photographic identification document (1):	
<input type="checkbox"/> An Australian birth certificate, birth extract or citizenship certificate. Plus evidence of name change if applicable e.g. marriage certificate	O / C
<input type="checkbox"/> A government issued concession card e.g. pensioner concession card, health care card, senior's health care card	O / C
PLUS Secondary identification document (1):	
<input type="checkbox"/> A notice from the ATO or tother government agency, such as Centrelink, that contains the individuals name and residential address issued in the past 12 months	O / C
<input type="checkbox"/> A municipal rates notice or utilities bill (such as water, gas or electricity) that contains the individuals name and residential address, issued in the past 3 months	O / C
<input type="checkbox"/> A Medicare card	O / C
<input type="checkbox"/> For an individual under 18, a letter from a school principal issued in the past 3 months detailing the individuals name, residential address and when they attended school, or a student card if available	O / C
<input type="checkbox"/> Electoral roll details (checked against www.aec.gov.au)	O / C

Office use only:

Does photo ID appear to match the individual? YES / NO / N/A

Where multiple sighted, did all relevant information match? YES / NO / N/A

Were all documents clear and legible?: YES / NO

Was there any reason to question the sighted documents?: YES / NO

Date of completion: _____ Time of completion: _____

Completed by: _____

Relevant notes (if any):