



# Retirement Benefits Fund Board

GPO Box 446, Hobart Tas 7001

Telephone: 1800 622 631 or 03 6233 3672

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## IDENTITY VERIFICATION FORM

This form should be completed to verify your identity. RBF is unable to make a benefit payment until the member's identity has been verified.

Certified copies of documents to verify your name, and either your date of birth or current residential address are required to complete the process.

### Member's Details:

Full Name: .....

Postal Address: .....

Suburb ..... State ..... Postcode .....

Residential Address:  As above .....

Suburb ..... State ..... Postcode .....

Email Address: .....

Phone Numbers: ..... (Home) ..... (Business) ..... (Mobile)

Member Number: ..... Date of Birth: ...../...../.....

If you are an overseas resident, self employed or opened your account as the partner of an RBF member, please complete the appropriate section below.

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### If you are an overseas resident

Country of residence: .....

Country of citizenship: .....

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### If you opened your account as the partner of an RBF member (spouse account holder)

Occupation: .....

Employer: .....

*If you are self employed, please provide details below.*

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### If you are Self employed

Includes any person who has made tax deductible contributions to their RBF account.

Occupation: .....

Business Name (if any): .....

Business Address: .....

Suburb ..... State ..... Postcode .....

ABN (if any) .....

## Verifying your identity

Any one of the following is acceptable to verify your identity:

- Current driver's licence or other government issued card that includes your full name, date of birth, current residential address and photograph.
- Current passport that includes your full name, date of birth and photograph.
- Original birth certificate or birth extract showing your full name at your date of birth. If you have changed your name, you will need to provide certified copies of documents relating to your name change (eg marriage certificate). You will also need to provide evidence of your current residential address (eg a notice issued by a utilities provider or local government within the last 3 months).

## Provide certified copies or show the original to an RBF staff member

Your documents can be certified by Australia Post, a Justice of the Peace or by most accountants, financial planners, lawyers and police officers. RBF must receive the original certified copy. Copies or facsimiles of the certified document are not acceptable. The person certifying the document will need to write on the copy that they have seen your original document. They must also sign and date the copy, write their name and the basis on which they are authorised to certify such documents.

If the certification is not completed correctly, RBF cannot verify your identity in accordance with the legislative requirements.

More information is available about correct certification and acceptable documents to verify your identity on the Forms & Publications area of RBF's website [www.rbf.com.au](http://www.rbf.com.au).

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### Declaration (tick box where declaration is true)

- I understand that RBF is required to verify my identity before making a payment or opening an account in my name.
- I have attached a **certified copy** of evidence to verify my full name, and either date of birth and current residential address.

**Signature:** ..... **Date:** .....