

# Proof of identification – an easy way to prove your identity

When completing a SuperTrace Benefit Payment Form, you'll be requested to provide proof of your identity. This helps prevent fraudulent activity on your super account and is required under certain laws. By doing this, we can make sure that your super money is going to the right place.

By following the 4 simple steps below, your identity can be proved in most cases.

## ✓ Step 1

You'll need an Australian driver's licence or Australian passport (that has not been expired for 2 years or more). If you don't have a licence or an up to date passport, turn over to see other ways to prove your identity. Take a photocopy of your ID (both sides for a driver's licence).

## ✓ Step 2

Take your original and photocopy to a person who is a registered certifier and ask them to certify your ID. You can ask at your local pharmacist, Post Office or Police Station. If you're a Commonwealth bank customer, bring your ID to your local branch. For a full list of who can certify documents, please see our certification list at [www.supertrace.com.au](http://www.supertrace.com.au) in the 'Members' Area'.

## ✓ Step 3

You'll need the original ID and photocopy so the certifier can certify the ID by placing a stamp or writing 'This is a true and correct copy of the original' followed by their signature, printed name and qualification eg. Police Officer, and the date. It should look something like this:



This is a true and correct copy of the original.

*Joe Bloggs*

Mr Joe Bloggs  
Pharmacist  
6 July 2011

## ✓ Step 4

Send the certified copy of your ID to us together with your SuperTrace Benefit Payment Form to the following address:

SuperTrace Eligible Rollover Fund  
Locked Bag 5429  
PARRAMATTA NSW 2124

We can only accept original certified documents so don't send faxes or emails of your ID.

## What other ID can I use to prove who I am?

- Proof of age card (or the equivalent document for your state or territory) that contains your photograph and name
- For NSW only, photo card and birth card
- A national identity card which is issued by a foreign government, the UN or agency of the UN and contains your photograph, name and signature.

If you don't have any photographic ID you'll need to provide **three** pieces of ID.

**Two** of these:

- Australian birth certificate or birth extract
- Birth certificate issued by a foreign government, the UN or agency of the UN
- Citizenship certificate issued by the Commonwealth
- A Centrelink pension card issued for financial benefits, with your name on it

And **one** of these:

- A Centrelink notice regarding a Government assistance payment issued within the last 12 months
- A notice from a local government or utilities provider issued within the last 3 months. For example an electricity bill, water bill, or council rates notice.
- A Tax Office Notice of Assessment issued to you within the last 12 months
- An overseas driver's licence.

**Remember, the documents need to be certified, as explained in Step 3.**

## What if I have changed my name?

You'll need to show the link between your old and new names. You can show us your driver's licence or passport and a certified copy of:

- Your marriage certificate
- Change of name certificate from the Births, Deaths and Marriages Registration Office or equivalent agency in your state
- Deed poll.

## What if I'm signing on behalf of someone else?

If you're signing on behalf of someone else, we recommend that you call us on **1300 788 750** between 8.30am and 6pm (Sydney time), Monday to Friday.

### Contact SuperTrace

Address: SuperTrace Eligible Rollover Fund  
Locked Bag 5429  
Parramatta NSW 2124

Phone: 1300 788 750

Fax: 1300 700 353

Email: [supertrace.member@cba.com.au](mailto:supertrace.member@cba.com.au)

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